Assignment

1. **You have to start working on an assignment/case study/project. But you have not understood everything. You need some more clarifications. How will you write to the facilitator/manager/client?**

First of all I have to request to client that sir/mam,please give me more clarification with real life example regarding the yesterday project presentation so that will easy for me to understand the project.

2) **You were not able to meet your deadline/deliverable of your assignment or case study. Facilitator/Manager/Client is very upset about it and has written you an angry mail. How will you respond?**

I sincerely apologize for delay the project. I am well aware that the

Deadline has passed. I was some health issues so I could not complete project on time. So I really sorry for that . I promise that I will not repeat this mistake in the future.

**3)You have done a great job on the case study/assignment/project. Facilitator/Manager/Client is very happy and has written an appreciation mail to the entire team, senior management. How will you respond?**

I will write “Thank You sir/mam, I really happy for your appreciation. Me and my team give all effort for your project .again thank you for appreciation.

1. **You have come back after a leave and want to communicate this to the reporting manager/client.**

Thank you for being so understanding during this trying time. I am writing to inform you that I am able to return to work from [illness or care responsibilities] on [date].