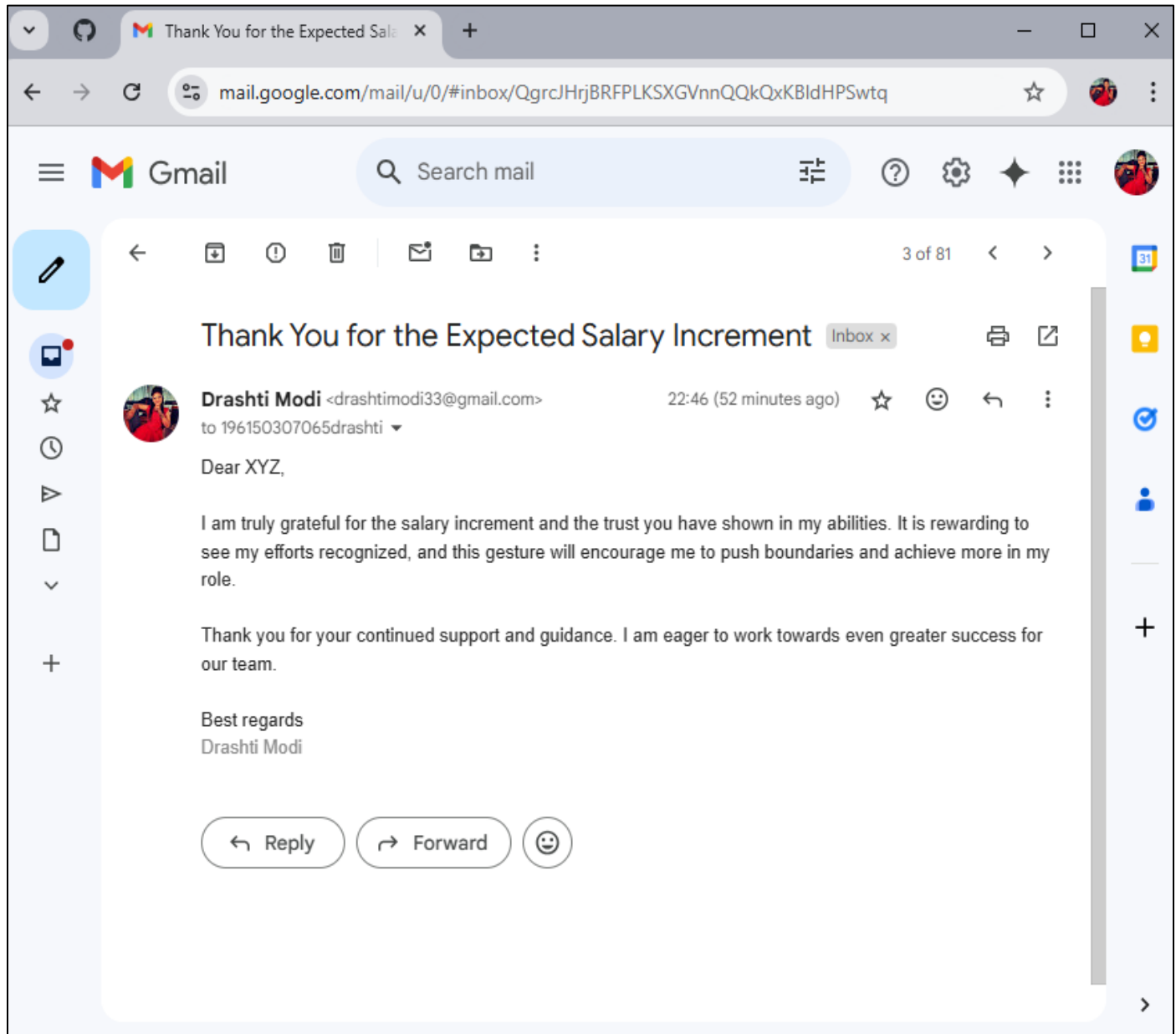


MODULE: 1

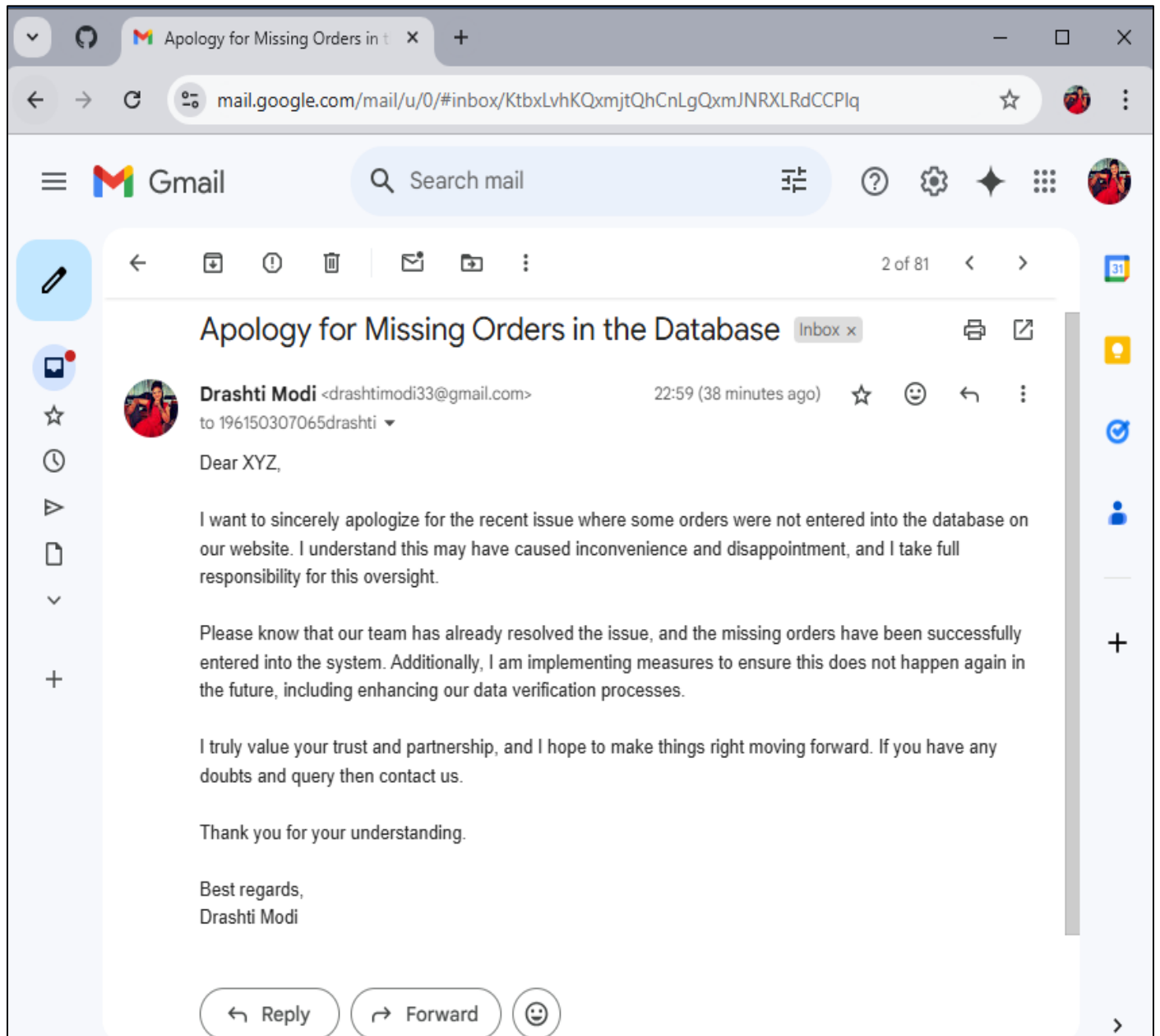
Effective Communication

✚ Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

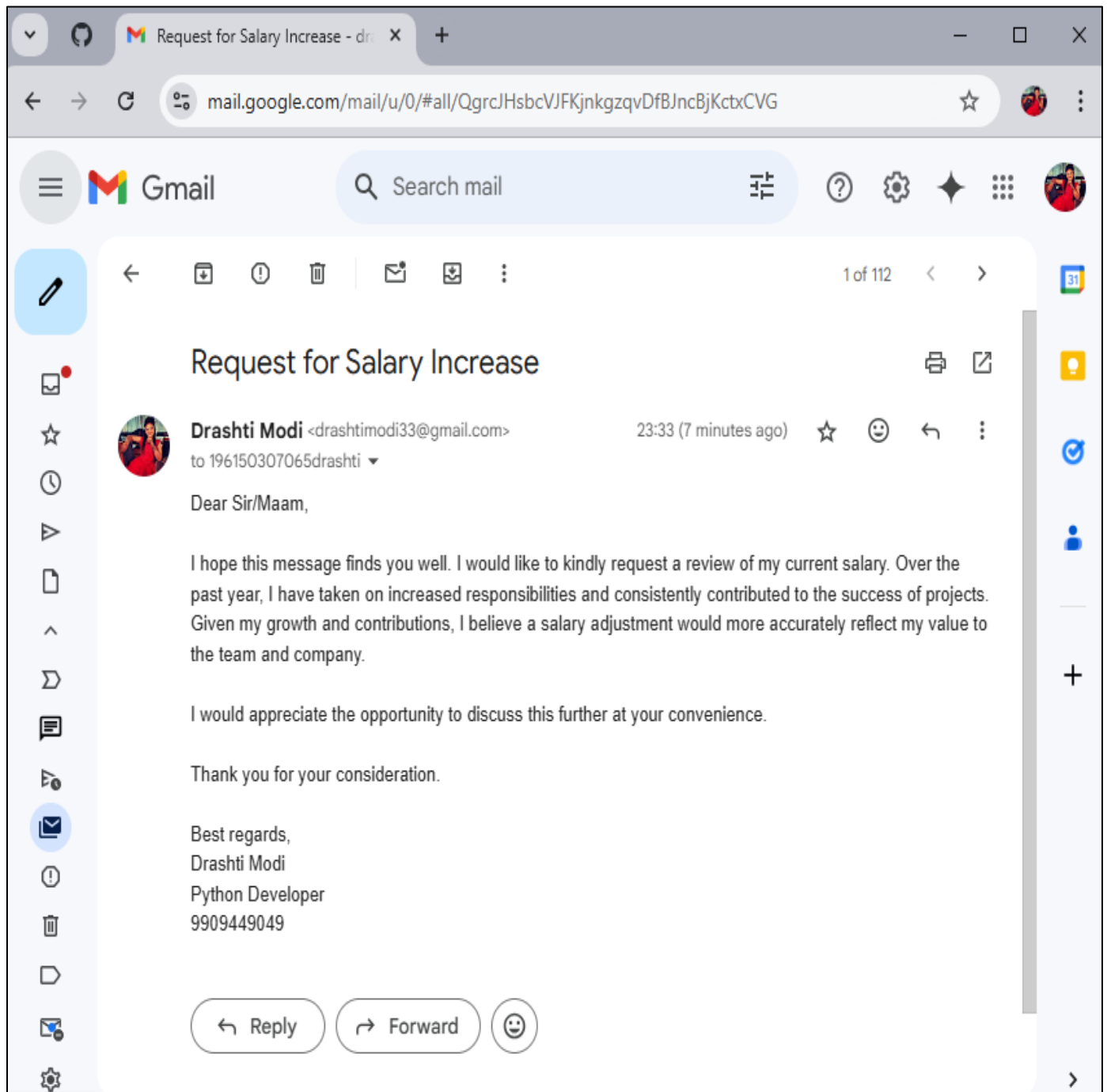
1. Thank you Email



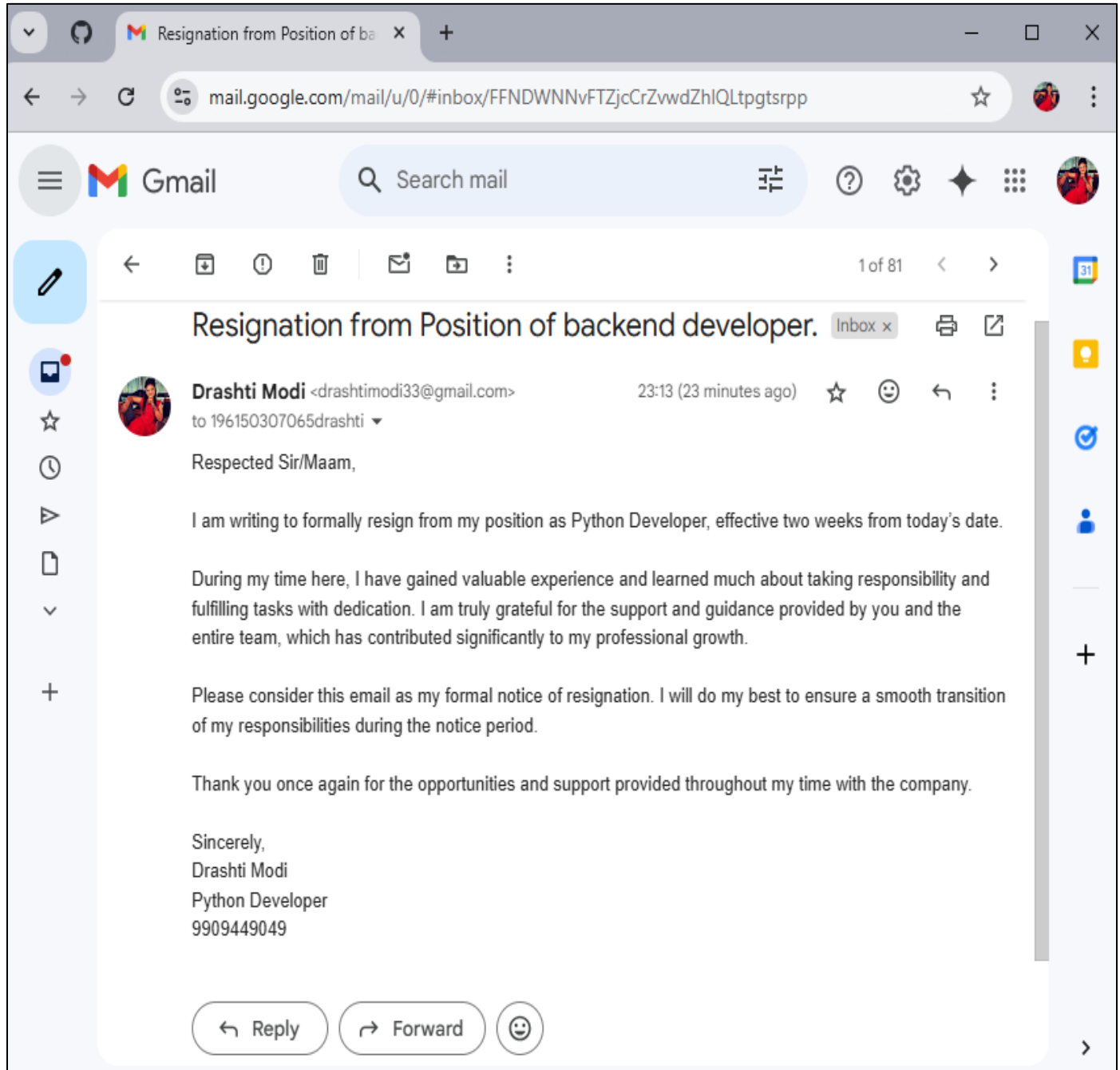
2. Letter of Apology



3. Asking for a Raise in Salary



4. Resignation Email



5. Email to Your Boss About a Problem (Requesting Help)

