

Module 1: Effective Communication

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

1. Thank you Email

From: jaykhatik123@gmail.com

To: xyz@gmail.com

CC: abc@gmail.com

Subject: THANK YOU FOR THE LAST LECTURE

Dear **Professor Pooja Keswani**,

I hope you are doing well. I am writing to sincerely thank you for the helpful and engaging final lecture about the **"Effective-Communication"** course delivered on **June 23, 2025**.

Your sessions have been informative, and the last lecture was a perfect conclusion to a truly valuable learning experience. The real-world examples you shared and your thoughtful guidance have broadened my understanding significantly.

Thank you once again for your dedication and support throughout the course. I am grateful for the opportunity to have learned from you.

Warm regards,

Jay Khatik

MERN-STACK Student – Class of 2025

2. Letter of Apology

From: jaykhatik123@gmail.com

To: xyz@gmail.com

CC: abc@gmail.com

Subject: APOLOGY FOR NOT WRITING THE E-MAIL IN THE LAST LECTURE

Dear **Professor Pooja Keswani**,

I hope you are doing well. I am very sorry for not writing the email as you instructed during our last lecture on **June 26, 2025**.

I understand it was an important part of the class, and I should have completed it. I will make sure to finish the task and submit it as soon as possible.

Thank you for your understanding. I will be more careful in the future.

Sincerely,

Jay Khatik

MERN-STACK Student – Class of 2025

3. Email of Inquiry for Requesting Information

From: jaykhatik123@gmail.com

To: xyz@gmail.com

CC: abc@gmail.com

Subject: REQUEST FOR INFORMATION ABOUT DIGITAL MARKETING WORKSHOP

Dear **Mr. Rahul Kamat**,

I hope you are doing well. I am writing to ask for some information about the **Digital Marketing Workshop** being organized by **SkillEdge Academy** next month.

I would appreciate it if you could kindly share the details such as the **date, time, topics covered, registration process, and any fees involved**.

Thank you for your assistance. I look forward to your response.

Best regards,

Prashant Parmar

4. Reminder Email

From: jaykhatik123@gmail.com

To: xyz@gmail.com

CC: abc@gmail.com

Subject: GENTLE REMINDER: ASSIGNMENT SUBMISSION

Dear **Mr. Jay Khatik**,

I hope you are doing well. I just wanted to remind you about the assignment for the **E-mail Writing(Module-1)**, which is due by **June 28, 2025**.

Please let me know if you need any help or more time to complete it. Looking forward to receiving the report soon.

Thank you!

Best regards,
Pooja Keswani

5. Email Asking for a Status Update

From: jaykhatik123@gmail.com

To: xyz@gmail.com

CC: abc@gmail.com

Subject: REQUEST FOR STATUS UPDATE

Dear **Mr. Kunal Rawal**,

I hope you are doing well. I am writing to ask for a quick update on the design files for the website project that were scheduled for delivery this week.

Please let me know the current status and if there's anything needed from my side.

Looking forward to your response.

Best regards,

Jay Khatik