Assignment 2.7: Professional Emails

Part 1: For each of the scenarios below, write a professional email for the situation.

1. You are a graphic designer. You need to email a client about their wedding invitation. You need to make sure that the invitation's design, size, text, paper quality and other details are all to their requirements before you start working on it.

To: Mosaab Kassem. <u>mosaabkassem@gmail.com</u>

Cc: Ali Kamal. <u>alikmal@gmail.com</u>

Bcc: Weam Nour. nourweam@gmail.com

Subject: Confirmation of Wedding Invitation Details

Dear Mr Walid,

I hope this message finds you well.

I am reaching out to confirm all the necessary details regarding your wedding invitation before I begin the design process. To ensure the final product meets your expectations perfectly, could you please provide clarification on the following:

- -Preferred design style.
- -Invitation size and format.
- -Specific text to be included.
- -Paper type and finish.
- -Color scheme and any special elements.

Once I have this information, I will prepare an initial draft for your review. Please feel free to share any additional preferences or inspiration you would like me to consider.

Thank you very much for your time and collaboration. I look forward to creating something beautiful for your special day.

Warm regards,
Mohammad Nayef Abou Ali
Didi Design Group
mna094@student.bau.edu.lb / 71 456 098

2. Your supervisor requires a weekly accomplishment report from each employee. Write an email about what you accomplished and your activities for next week.

To: Rabih Yassine. rabihyassine@gmail.com

Cc: William Jose. jose96@gmail.com

Bcc: Calderon Scott. <u>caldostt8@gmail.com</u>

Subject: Weekly Progress Update – Tasks Completed at Seedi's Petrol

Dear Mr Rabih,

I hope this message finds you well.

I am writing to provide a brief overview of the tasks I accomplished this past week at Seedi's Petrol, as well as a preview of the activities I plan to focus on in the upcoming week.

This week, I accomplished the following:

- -Completed the data reconciliation process for fuel inventory across all branches.
- -Assisted in preparing the monthly sales report and submitted it to the finance team.
- -Participated in the operations meeting to address logistical issues and propose workflow improvements.
- -Updated and organized customer feedback logs to support our quality assurance initiative.

Next week, I intend to focus on:

- -Beginning the initial draft of the Q3 operations report.
- -Coordinating with the IT department to streamline the inventory tracking system.
- -Conducting a site visit to assess pump performance and maintenance needs.
- -Assisting with the preparation for the upcoming internal audit.

Please let me know if there's anything you'd like me to prioritize further. I look forward to your feedback and will continue to provide regular updates.

Warm regards,
Mohammad Nayef Abou Ali
Assistant CEO
mna094@student.bau.edu.lb / 71 456 098

3. You are Anna Hatem. Respond to Mr. Sami's email and ask for clarifications.

From: Jad Sami, Human Resource Manager

To: Anna Hatem, Project Assistant

Cc: Joseph Sawaya, Human Resource Officer

Subject: Updates on new employee benefits

Dear Employees,

A new policy covering benefits for employees will be effective as of June 1, 2019. The new policy covers changes to medical and holiday benefits.

Joseph Sawaya of the HR Department is responsible for the forms and will obtain the necessary internal approvals. Please send the required documents to Joseph. Thank you for your cooperation, and let me know if you need any clarifications or assistance through the process.

Best regards,

Jad Sami

Human Resource Manager

Your reply:

To: Jad Sami

Cc: Joseph Sawaya

Bcc: —

Subject: Clarification on New Employee Benefits Policy

Dear Mr. Sami,

I hope this message finds you well.

Thank you for your email regarding the new employee benefits policy that will take effect on June 1, 2019. I appreciate the update and the HR department's efforts in rolling out these changes.

I would be grateful if you could kindly clarify a few points to ensure I follow the correct procedure:

- -Could you please elaborate on the specific changes made to the medical benefits?
- -What are the adjustments related to holiday entitlements under the new policy?
- -Is there a specific deadline by which the required documents should be submitted to Mr. Sawaya?
- -Will a full summary or briefing document be shared with staff outlining the new benefits in detail?

Thank you in advance for your assistance. I look forward to your guidance so I can proceed accordingly.
Warm regards, Anna Hatem Project Assistant annahatem@companyemail.com / 70 456 987
4. You are Jamal Jaroudi. Respond to Mr. Hachem's email and ask for clarifications.
From: Patrick Hachem, Main Writer
To: Jamal Jaroudi, Concept Art Designer
Cc: Samer Ayoub, Storyboard Developer; Janet Mkalas, Project Manager
Subject: Progress on project
Hi Jamal,
Thank you for your edits to the illustrations of the characters for our video game storyboard.
Their costumes now fit much more with their personalities.
I have re-edited the part of the story that you mentioned was too long, reducing the time needed in the game by half. Could you take a look at the attached file and let me know what you think?
How are you doing with the background in the second story? Let me know if you would like a meeting to talk it over later.
Best,
Patrick
Your reply:

To: Patrick Hachem

Cc: Samer Ayoub, Janet Mkalas

Bcc: -

Subject: Clarifications Regarding Story Edits and Background Progress

Dear Patrick,

I hope this message finds you well.

Thank you for your kind feedback on the character illustrations — I'm glad to hear the costume adjustments aligned well with their personalities. I also appreciate your efforts in re-editing the storyline segment; I will review the attached file shortly and share my thoughts.

Regarding the background for the second story, I would appreciate a bit of clarification before I proceed further:

Are there any specific visual themes or color palettes you'd like to emphasize in that setting?

Should the environment reflect any particular mood or narrative shift at that point in the story?

Are there technical or stylistic constraints I should keep in mind (e.g., frame size, animation layers)?

I'd also be open to a brief meeting if you'd prefer to walk through it together — just let me know what time would work best for you.

Looking forward to your guidance.

Warm regards,
Jamal Jaroudi
Concept Art Designer
jamaljaroudi@companyemail.com / 76 345 211