1.Scenario: You are part of the organising committee for a departmental seminar in your engineering college. You need to send an email to a guest speaker you've invited (for example an alumnus working in industry) confirming their availability and logistics (date/time, platform if virtual, travel if physical), giving them key details about the event, and asking if they have presentation-requirements. Write an email that is polite, includes event details succinctly, shows appreciation for their time, and asks a few short questions to confirm their participation.

Subject: Confirmation and Event Details – 19th Annual Day, Sri Shakthi Institute of Engineering and Technology

Dear Mr. Naveen Manjunath,

Warm greetings from **Sri Shakthi Institute of Engineering and Technology, Coimbatore**!

We are truly honoured to have you as our **Chief Guest** for the **19th Annual Day Celebration** scheduled on **17th November 2025 (Monday)** at **4:30 PM onwards**, to be held at our **Sri Shakthi Campus, L&T Bypass, Coimbatore**.

Your presence and insights as the *India Lead – Campus Hiring, TATA ELXSI, Bangalore* will undoubtedly inspire our students and faculty.

To help us ensure smooth arrangements, may we kindly request you to confirm the following:

1. Your **availability** for the event date and time.

2. Your **travel and accommodation preferences**, so we may assist accordingly.

3. Any **specific presentation or technical requirements** you might have during your address.

We sincerely appreciate your time and willingness to be part of our celebration. Please let us know if any further assistance or information is needed from our end.

Looking forward to your confirmation.

Warm regards,
K Ashwin Shanmughanathan
Organising Committee – 19th Annual Day
Sri Shakthi Institute of Engineering and Technology
Coimbatore – 641062

2.Scenario: You're interested in joining a summer internship at a reputed engineering firm (e.g., in mechanical/electrical/CE/IT depending on your branch). You need to write an email to the HR or internship coordinator: introduce yourself (3rd year engineering student, name your major/branch), express your interest in the internship, highlight relevant coursework or project experience, ask about the application process (deadline, required documents, etc.), and attach (or offer to send) your CV/portfolio. Write an email that is professional, concise and engaging.

Subject: Application for Software Engineer Internship – Summer 2025

Dear Mr. Debashish Shah,

I hope this email finds you well.

I am **K. Ashwin Shanmughanathan**, a **3rd-year B.E. Information Technology student** at **Sri Shakthi Institute of Engineering and Technology, Coimbatore**. I am writing to express my keen interest in joining **Yuga Yatra Retail Private Limited** as a **Software Engineer Intern** for the upcoming summer internship program.

Through my coursework in **Web Development, Database Management Systems, and Software Engineering**, along with hands-on project experience in building web applications such as *LITIGATEX Digital E-Court Management System* and *ShopKart E-Commerce Platform*, I have developed strong skills in **HTML, CSS, JavaScript, ReactJS, NodeJS, and MySQL**. I am eager to apply these skills in a professional environment and contribute to your team's innovative software solutions.

Could you please share details regarding the **internship application process**, including **deadlines, required documents, and next steps**? I

have attached my **resume** for your kind reference and would be happy to provide any additional information if required.

Thank you very much for your time and consideration. I look forward to the opportunity to contribute and learn as part of **Yuga Yatra Retail Private Limited**.

Warm regards,
K. Ashwin Shanmughanathan
B.E. – 3rd Year, Information Technology
Sri Shakthi Institute of Engineering and Technology, Coimbatore

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