LAL 100 Introduction to Communication Skills

Tutorial 10

Email Communication

**14.11.2024**

**Given below are poorly drafted emails. Edit and revise them to make an appropriate version of each:**

**Sample 1: Email from a student to a faculty**

Subject: Absent

I was not okay and I missed the last class, i need help to do my term paper, can I come to your office tomorrow?

**Sample 2: Email from head of an office unit to fellow colleagues about a meeting**

Subject: Tomorrow

Hey,

As you know, tomorrow morning we’ll be meeting to discuss about work. Coffee will be there. Pls come on time. Bring along the files—bring enough copies for everyone. Hope that’s ok. Thnx.

Bye

Andy

**Sample 3: Email from a job seeker to a company HR asking for opportunities**

Subject: Vacancy

Hi,

Is there any vacancy in your company for a fresher? My cv is attached. Pls let me know if there is any opening. I can meet you to talk more about my interest in the job.

Thanking you

Smriti

**Sample 4: An enquiry email from one organisation to another**

Subject: Inquiry email

Hi Lindwall,

I want to purchase your software for data protection for our company cloud mnngmt I checked your company website and want to know more about end. Pls share the details asap.

Thanks.

Mr Cook