

# **Assignment**

## **Module 1**

### **[Effective Communication]**

#### **1) Thank you Email**

**Subject Line: That helps me.**

Hi Tops,

I just wanted to thank you for helping me to realise my dream. I loved your way of teaching and the creative way to support us.

It means a lot to me that you put hard work into it and did your work. During the classes, you gave us some great ideas about the skills and upcoming opportunities which needed to be grasped. Let's have a discussion on how to do better and better on those works.

Keep up the excellent work.

Sincerely,

Aditi Zala

#### **2) Requesting for inquiring information**

**Subject: requesting for reschedule exam**

Dear Mrs. Dave,

I hope this email finds you well. I am writing to sincerely apologize for missing the Mid-Term Examination held on 21-Aug-2024.

Unfortunately, I was unwell on the day of the exam and could not attend. I have attached medical certificate as confirmation of my condition. I deeply regret being unable to fulfil my academic responsibility and understand the importance of the examination process.

I kindly request your understanding in this matter and guidance on the next steps. If there is any possibility of rescheduling the exam or an alternative arrangement, I would be immensely grateful.

Thank you for your consideration and support. Please let me know if you require any additional details or documentation from my end.

Warm regards,  
Aditi Zala

### **3) Reminder Email**

**Subject: reminder**

Hi Tops,

I recently sent you a leave request for the week of 1st dec to 7th dec 2024. I'm hoping to book a holiday with my family. Could you please confirm whether my leave request has been granted?

Once I have your approval, I can book the holiday. Please let me know if you want to discuss my request as soon as possible.

Regards,

Aditi Zala

### **4) Email Asking for a Status Update**

**Subject: Status update**

Hello Mrs. Dave,

I hope this email finds you in good health. I was just checking in to see how the Fitness app project is coming along. If there's anything I can do to assist with the project, please let me know.

Thank you for your hard work.

I'm eager to hear about the latest developments.

Best regards,

Aditi Zala

## **5) Asking for a Raise in Salary**

**Subject: raise in salary**

Dear Mrs. Dave,

I wanted to reach out and request a meeting to discuss my compensation.

Based on my experience and skills, as well as my recent accomplishments and projects, I believe I deserve a raise to \$76,214.

The reason I'm emailing is to request a meeting so that we can further discuss my compensation. I would like the opportunity to explain my reasoning in person and answer any questions you may have.

I would appreciate a meeting to discuss my compensation and promotion.

Thank you for your time,

Aditi Zala