

1. Write an email to your professor, Dr. Vishwanadha Kurup, requesting an extension for submitting an assignment on *The Importance of Good English Language Skills*.

From: giddalaganesh@gmail.com
To: profkurupvishwanadh@gmail.com
Cc:
Bcc:
Subject: Request for Assignment Submission Extension
Dear Professor Kurup,
I hope this email finds you well. I am writing to request an extension for submitting the <i>The Importance of Good English Language Skills</i> , which is due on 10 th December, 2024. Unfortunately, due to the class Industrial tour to Jamshedpur, I am unable to complete it by the deadline.
I kindly request an extension of a week to ensure I can submit a thorough and well-researched assignment. I sincerely apologize for any inconvenience this may cause and assure you that I am doing my best to complete the work as soon as possible.
Thank you for considering my request. I look forward to your understanding response.
Best regards, Giddal. Ganesh Chandra. 2406B91A0E5

2. Write an email to Mr. Rahul Goenka, HR, Sifi Technologies Pvt. Ltd. inquiring about an internship opportunity.

From: netala.niranjan@gmai.com
To: hr.rahulgoenka@sifitech.com
Cc:
Bcc:
Subject: Inquiry About Internship Opportunities
Dear Mr. Goenka,
I hope you are doing well. My name is Netala Niranjan, and I am currently pursuing B. Tech, in Civil Engineering at SRKR Engineering College, Andhra Pradesh. I am writing to inquire about potential internship opportunities at Sifi Technologies Pvt. Ltd.
I am particularly interested in Big Data Engineering along with Data analysis and Visualization, and I believe my academic background and enthusiasm align with the values and goals of your organization. I would appreciate it if you could share details regarding the application process, eligibility criteria, and any available roles for students.
Thank you for taking the time to consider my inquiry. I look forward to your response.
Warm regards, Netala Niranjan 2406B91A0F3
Ph: 9988776655

3. Write an email to a librarian of JNTUK, Kakinada requesting access to an *Encyclopaedia of Engineering by Tata McGraw Hills*.

From: krishnakanthakatari55@gmail.com

To: librarinjntuk@gmail.com

Cc:

Bcc:

Subject: Request for Access to *Encyclopaedia of Engineering by Tata McGraw Hills*.

Dear Nataraj Nambiar,

I hope this message finds you well. I am a student of Civil Engineering at SRKR Engineering College, and I am currently working on a project that requires access to *Encyclopaedia of Engineering by Tata McGraw Hills*. Unfortunately, I have not been able to locate this book in the library catalogue. I kindly request your assistance in either providing access to this book or suggesting alternate ways to obtain it, such as interlibrary loans or digital versions.

Thank you for your help and support. I look forward to hearing from you.

Best regards,

Katari. Krishna Kanth

Reg. No:2406B93A055.

4. Write an email to your friend inviting him/her to attend your college Annual Day celebrations.

From: rakeshroy222@gmail.com

To: ravindrabolle@gmail.com

Cc:

Bcc:

Subject: Invitation to Annual Day Celebrations

Hi dear Ravindra,

I hope you're doing great! I'm excited to invite you to our college Annual Day Celebrations, which is happening at SRKR Engineering College on 25 March 2024 at 10 AM. It's going to be an incredible celebration featuring Light music concert by the great DSP, Dances performance by the DHEE and many exciting and interesting cultural events.

It would mean a lot to have you there to share in the fun and excitement. Please let me know if you can make it, and I'll share more details about the schedule and directions.

Looking forward to seeing you soon!

Cheers,

Rakesh Roy Ravipudi.

5. Write an email to a fellow student (classmate) to discuss a group project, *How English as a Global Language Shapes Education* for an upcoming Lab External Exam.

From: kailashkeshav@gmail.com
To: hanumahakuna22@gmail.com
Cc:
Bcc:
Subject: Coordination for *How English as a Global Language Shapes Education* Group Project

Hi Hanuma Hakuna,

I hope you're doing well. I am writing to discuss our upcoming group project on ***How English as a Global Language Shapes Education***. To ensure smooth collaboration, I suggest we meet to divide tasks and finalize a plan. Are you available to meet on coming Monday, 19th December 2024?

If not, please let me know your availability, and we can adjust accordingly. Additionally, feel free to share any ideas or preferences you have for the project.

Looking forward to working together and making this project a success!

Best regards,
Kailash Keshav