Module 1: Effective Communication

Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

1.) Letter of Apology

Good Morning Mam,

I hope you're having a good day, My name is Dev Doshi, I'm from the Computer Engineering department and this is my student ID IU2141050042, I hope this Email finds you well, I'm writing to inform you that I won't be able to make it to this Saturday's project reporting due to concerning health issues of my maternal grandmother, I and my mom had to urgently come to Bharuch and won't be able to make it to Ahmedabad till Sunday , I have done my fair share of work in the ongoing project, my fellow colleagues will show it to you on my behalf, I deeply regret missing this reporting, and I apologize for any inconvenience this may cause, and I assure you this is the first and the last time I will miss such a reporting.

Thank you for your consideration.

Warm regards,

Dev Doshi

2.) Thank You

Good Morning Mam,

I hope you're having a good day. My name is Dev Doshi from the Computer Engineering department, and my student ID is IU2141050042. I hope this email finds you well.

I am writing to express my sincere gratitude for your constant support and guidance. Your encouragement has greatly helped me and help boost my academic journey. Your valuable feedback and consideration motivate me to continue working diligently, and I'm thankful for the opportunities to learn from you.

Thank you once again for your kindness and support. I look forward to continuing my progress under your guidance.

Warm regards,
Dev Doshi

3.) Reminder Email

Good Morning Mam,

I hope you're having a good day. I'm writing to kindly remind you about the meeting you've scheduled for all of the students at 3:00 PM about the overview of the course that we're gonna buy, I just emailed you to make sure everything's on track.

I know that you have a pretty busy scheduled and in that case if you need to change the time for the meeting please let me know or even if you need any assistance, please feel free to let me know.

Thank you for your time and attention. I look forward to hearing from you soon.

Warm regards,
Dev Doshi

4.) Asking for a raise in salary

Dear Varun,

I hope you are doing well. I am writing to formally request for a raise in my current salary. Over the course of my time at Technovate Solutions, I have consistently performed well and contribute positively to the team's success.

Since joining, I have done different projects and tasks, and I believe my role and my contributions have grown significantly. I have also worked to improve my skills and remain committed to delivering quality work and become a profitfull asset for the company.

Given these factors, I would appreciate the opportunity to discuss a potential raise in my salary. I would be happy to meet you offline or online whatever's comfortable with you. Thank you for considering my request, and I look forward to your feedback.

Warm regards,
Dev Doshi
Lead Software Engineer
9638910769

5.) Email Asking for a Status Update

Dear Ivansh,

I hope you are doing well. I am writing to kindly request an update on the status of our project (Spotify like music app). I would appreciate it if you could provide me with an overview of the current progress.

We're closing on to the project deadline, so we need to start acting quick on the project as delay in the project will lead to clients getting angry and potentially impact our relationship with them, It's crucial that we stay on track to ensure timely delivery and maintain client satisfaction.

If you need any assistance from my side to move things forward, please do not hesitate to let me know.

Thank you for your time, and I look forward to your response.

Best regards,
Dev Doshi

Project Leader