**Homework for Lecture 6**

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**Student ID: M24W0272**

**Instructions for writing e-mail practice**

1. Situation A:  
   You can’t attend next day’s lecture, but everyone in class is supposed to do a presentation during the lecture. Please write an email to the teacher that you can’t attend the lecture explaining why. You can think of a reason why. Include in the email when you would be able to do the presentation.

Make sure the writing style is formal.

1. Situation B:

You and your classmate need to think of a project for a class assignment. You are sending an email to your classmate to set up a meeting to discuss your project. Include some suggestions of what day or time you can meet and when you are not available due to classes or work.

You can make this email informal.

1. Please do **both** e-mails!
2. Deadline for submission: Friday July 28th, 2024 23:30

**Add your name and student ID to this file name before submitting**

Write under this line

Situation A

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| To:volodymyrmygdalskyy@kcg.edu  From: st052439@m2.kcg.edu  Subject: Request for Rescheduling Presentation  ------------------------------------------------------------------------------------------------------------  Dear Mygdalskyy Sensai,  I hope this message finds you well. Just to let you know, tomorrow I have a sudden medical appointment on 27-06-024 therefore will not be able to participate in the lecture. The doctor’s follow-up visit coincides with our lesson time because of some health problems that require immediate attention.  I am ready to fulfill my duties because I understand the importance of the presentation which has been assigned to me. I would highly appreciate if you allowed me to present at another date. By the time we meet again on 04-07-2024 I am ready to talk at any moment. If there is any other specific time that is more convenient for you, please let me know right away.  Please notify me of all further steps I should take or if there are any documents required from my healthcare provider. For whatever inconvenience this may have caused, i’m really sorry and appreciate your consideration and patience.  Thank you for your time and assistance.  Best Regards  Gaire Ananta Prasad M24W0272, Data Science  st052439@m2.kcg.edu |

Situation B

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| --- |
| To: st132359@m2.kcg.edu  From: st052439@m2.kcg.edu  Subject: Let's Plan Our Project Meeting  ------------------------------------------------------------------------------------------------------------  Dear Srijana San,  Hope you’re doing well! I guess we should probably decide on a time when to talk as we have an assignment in class for which we need to come up with ideas.  I’m free to meet up on:  Monday after 3:30 p.m.  Wednesday between 10 a.m. and 12 p.m.  Anytime from Thursday, 2:00 PM onwards  On Tuesdays and Fridays, I have classes until 2:00 PM; hence in the mornings of these two days nothing is possible because of my job. If any of these times are convenient for you or you have other recommendations, please tell me.  Best Regards  Gaire Ananta Prasad  M24W0272 |