

SOFTSKILL ASSIGNMENT:-

MODUL-1: - Effective Communication.

1.) Email writing

I. Thank you email.

To – seemamahajan@ce.hod.indsuni.ac.in

Subject: Sincere Thanks for [hackathon]

Respected [Mam],

I hope this email finds you well. I wanted to take a moment to express my heartfelt gratitude for organizing and inviting me to [Hackathon]. The event was truly remarkable, and I greatly appreciated the opportunity to be a part of it.

Your dedication and efforts were evident throughout, from [e.g., technical round] to [non-technical team work]. I left feeling inspired and even more motivated to [specific takeaway or impact].

Thank you again for making this event so memorable and impactful. I look forward to future opportunities where we can connect and collaborate again.

Warm Thank you,
[Patel Het]

II. Letter of Apology Email

To: manager.01t1@gmail.com

Subject: Sincere Apology for [not submit project file]

Dear [Manager],

I hope you're well. I wanted to reach out and sincerely apologize for [due to health issue there was a delay in responding to your request]. I fully understand how this [issue] may have caused inconvenience and regret the oversight on my part. I value our [relationship/business partnership] and will ensure that such incidents are avoided in the future.

Thank you for your understanding, and I hope we can move forward positively.

Best regards,
[Patel Het]

III. Reminder Email

To: CE2022.indusuni.ac.in

Subject: Gentle Reminder Regarding [Deadline for assignment submission]

Dear [Students],

I hope you're doing well. This is a gentle reminder about [Deadline for assignment submission] that is scheduled for [date 16-09-2024]. As we discussed earlier, it is important to [your internal marks].

Please let me know if you require any further information or assistance. I look forward to your prompt response.

Best regards,
[Seema Mahajan]

IV. Quotation Email

To: anil.bakeri@gmail.com

Subject: Request for Quotation for [Plot]

Dear [Anil patel],

I hope this message finds you well. I am writing to request a quotation for [specific Plot]. We are looking for and would appreciate if you could provide the pricing, area and availability at your earliest convenience.

Please include details on [How Payment have been done, how much time it will take to finish all of this, exact area of plot]. Your prompt response will help us make an informed decision.

Thank you, and I look forward to your reply.

Best regards,
[Patel Het]

V. Email of Inquiry for Requesting Information

To: Indusadmin.indusuni.ac.in

Subject: Request for Information Regarding [B-tech courses]

Dear [Ketan Prajapati],

I hope you're doing well. I'm reaching out to request information regarding [B-tech courses]. We are currently exploring [other courses also], and your insight would be invaluable in helping us make an informed decision.

Could you please provide details on [specific information such as fees structure, seat availability, or timing]? If there are any additional documents or resources that would assist, I would greatly appreciate them.

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

Thank you,
[Patel Het]