

Module 1:Effective Communication

1.Thank You Email

From:jaykeraliya1611@gmail.com

To:abc@gmail.com

CC:jaykeraliya1611@gmail.com

Subject:Thank You Email

Kathryn T. thank you to talking with you in Bingo Blitz game,your communication skills was giving me confidence in talking with you in game.

at when i started bingo blitz game i am weak in english speaking after join tara's team and then after i started talking in english and improving my english speaking and i am doing practicing of it.

i am little bit stuck when i am speak fast english but i am improve day by day.

2.Letter Of Apology

From:jaykeraliya1611@gmail.com

To:darshantrivedi@gmail.com

CC:jaykeraliya1611@gmail.com

Subject:Letter Of Apology

respected sir,ma'am

i want 1 week leave as i have my exam on 22 November, so i am unable to attend soft skills lectures and i am rejoin my soft skills

classes from next monday.

and i am practiced which lectures i am missed from my leave week.

Best regards

Jay Keraliya

3.Email Of Inquiry For Requesting Information

From:jaykeraliya1611@gmail.com

To:tcs@gmail.com

CC:jaykeraliya1611@gmail.com

subject:Email Of Inquiry For Requesting Information

respected sir,ma'am

i am asked for some topic which is related to my training so i want brocedure or detail document for my traning in your company.

i am talking with you in call for information about training but call is not successful.

so i am writing inquiry email for requesting information on my training in your company.

Best regards

Jay Keraliya

4.Reminder Email

from: jaykeraliya1611@gmail.com

To:xyz@gmail.com

CC:jaykeraliya1611@gmail.com

Subject:Reminder Email

respected sir/ma'am

my assignment due is missed as i am on my leave of 1 week, so i am requesting you to remind me submit the due missed assignment with as fast as possible.

i am not able to do late as i am complete my assignment i am submit your due missed assignment.

Best regards

Jay Keraliya

5.Email Asking For Status Update

To:jaykeraliya1611@gmail.com

From:elluminati@gmail.com

CC: jaykeraliya1611@gmail.com

Subject: Email Asking For Status Update

Respected Sir/Ma'am

I want to increase my salary as my mother health is not well as she is reach 50+age and she have breath problem.

so I have to take medicines for her breath problem for every month and in ahemadabad the flat rent was expensive around 25,000, so I want 20 to 25% increment in my current salary.

I am writing this email for my salary increment status update in ahmedabad.

Few months ago I am shifting ahmedabad from rajkot so as city change the lifestyle is changed and staying and thing expense is increased.

so I have to take big flat for me and my family for staying.

Best Regards

Jay Keraliya