**E Mail Practice Scenarios**

**Activity #1:** You need an important deadline that falls on the day you had planned to take off for a personal commitment. Write to your Manager explaining the situation, proposing an alternative.

**Activity #2:** You would like to join in for one of the cultural events at work, however have some work that need immediate completion. Share your plan and seek permission from your Team Lead assuring the deadlines will be met.

**Activity #3:** You have been struggling because of the current workload, the fact that you are not getting support from your seniors as they are held up too just adds to your frustration. Write to your Team lead seeking help.

**Activity# 4:** You were to make a presentation to the client on the 4th of this month. However you have been totally busy with other work that this presentation has completely skipped your mind. Write to the client asking for an extension of date for you to make the presentation.

**Activity# 5:** Your team lead has given you a new project in which he has given you a BRD. However there are many aspects of the BRD which you would like to get clarified. You would like to get clarifications from the team lead and hence would like to have a meeting with him.

**Activity #6:** A particular requirement provided by the client was changed at the last minute. Due to which there was a change in UI as well as the database design. Write an email to client as well as the Project Manager informing about the delay caused by the change. However, make sure that it doesn’t show the client in bad light.

**Activity #7:** A colleague from a different project has emailed you asking for a favor. The work has been assigned to him, but needs your help in solving the issue. Respond to the email appropriately, specifically about how much you can lend your help.

**Activity #8:** Write an email to the NSS following up on a GSD ticket raised on a challenge faced by you in sending mails to recipients on the client network.

**Activity #9:** Your client faces a persistent problem with an application. You have a solution that is expensive but which will resolve the problem permanently. You have to get the client to accept the solution. You have proposed the solution earlier but were turned down.

You believe that that is the best solution for the client. You choose to write and e-mail.

**Activity #10:** You have received an email from your client asking you create a one slide presentation on all the reports your team works on. Your team works on the following reports: an error-tracking report called JXD Migration, a data validation report called TCQ Levity and RCD Courant access which tracks server access by the team.

There is also an incident report for which your team provides some data. However, they don’t actually work on this report.

Write an email to Denise de Neulon, sharing the attachment she has asked for and providing a brief summary of the reports that belong to your team.