

# **Soft skills - Module 1 - Effective communication - Assignment**

## **1. Thank you Email: -**

CC: abc@123gmail.com

BCC:

Subject: Thank for your time and support

Dear friend,

Greetings for the day, I truly appreciate your help in creating the project. Your support had a significant impact on my project and wanted to thank you for it.

The directions you provided were really easy to understand and follow, and were help me make it way better than I could have alone. I am looking forward to work with you again.

Best regards,

Jyoti Malviya,

## **2. Reminder Email: -**

CC: abc@123gmail.com

BCC:

Subject: Reminder: Upcoming Deadline for Project

Dear student,

I hope you are doing well. This email is a reminder for your semester project's approaching deadline on 27/2.

I have not received any updates regarding your project lately, please let me know if you require any help or if there is any update regarding the progress.

Looking forward for your confirmation

Best regards,

Jyoti Malviya

Professor

### **3. Quotation email: -**

CC: abc@123gmail.com

BCC:

Subject: Quotation for Mobile Phones

Dear Sir/Ma'am,

Greetings for the day. Please find the quotation for Mobile Phone as per your request. Below are the key details:

- Product : Mobile Phone
- Quantity : 100 units
- Price per unit : Rs.30,000
- Total cost : Rs.30,00,000
- Validity : 1 month

Please review the details and let me know if you need any changes or have any questions. We look forward to your reply.

Best regards,

Jyoti Malviya

Manager

#### **4. Asking for a Raise in Salary**

CC: abc@123gmail.com

BCC:

Subject: Request for Salary Raise

Dear manager,

Greetings for the day. Over the past 3 months, I have taken on additional responsibilities beyond my original job scope, including creating presentations from client meetings and training new interns. I have accepted this responsibilities and delivered positive results.

In the note of these additional responsibilities, I would like to discuss a possible raise in my salary to compensate for the positive results I am producing for the company. It would be great for the chance to meet you at your convenience to discuss this request.

Please let me know to connect. I appreciate your consideration and look forward to your feedback.

Best regards,

Jyoti Malviya

#### **5. Introduction Email to Client**

CC: abc@123gmail.com

BCC:

Subject: Introduction – Saurya Thakkar from abc PVT LTD

Dear Sir/Ma'am,

I hope you are doing well. I am Saurya Thakkar, and I am project manager at abc PVT LTD. I am looking forward to support you and ensuring that the service you receive is the best service possible.

I will be taking care of your project and manage its production. At abc PVT LTD, we specialize in creating most efficient software and delivery it on time, and we are committed to meet your expectations before and after the software is delivered. We will be discussing the project's particulars in meeting scheduled later this week.

Looking forward to our collaboration. Please feel free to reach out if you have any questions.

Best regards,

Jyoti Malviya

Project Manager