

Softskill assignment

Module 1) Effective Communication

Understanding of topic task -

Profile

I hail from a small town, where community values and close-knit relationships shaped my early years. Growing up, I developed a curiosity for knowledge and a passion for helping others.

Education

I completed my schooling at a local high school, where I was actively involved in various classes and activities that nurtured my leadership skills. Following that, I attended college, majoring in a field that blended my interests in technology and human interaction. My college experience was transformative, filled with collaborative projects, internships, and a diverse array of perspectives that broadened my understanding of the world.

Mentor

Throughout my journey, I was fortunate to have a mentor who recognized my potential and guided me through academic and personal challenges. This mentor provided invaluable advice on navigating both my studies and future career, encouraging me to pursue opportunities that aligned with my passions.

Current Life

Now, I find myself in a fulfilling role that challenges me and allows me to apply what I learned in college. The transition from college to professional life has been both exciting and daunting, as I adapt to the responsibilities and expectations of the workplace.

Goals and Vision

In the next 3-5 years, I aspire to take on leadership roles within my field, contributing to projects that have a meaningful impact on society. I want to continue learning and growing, both personally and professionally, and to inspire others in their journeys.

Expectations from Parents

My parents have always encouraged me to pursue my dreams, instilling in me the importance of hard work and perseverance. They expected me to strive for excellence, and I aim to meet those expectations while also carving my own path.

Email writing on any 5 out of 10 scenarios

1) Letter of apology

Krupali pithiya
25-09-2024

Dear komal,

I'm writing to Sincerely Apologize for My Rudeness during Our Last Conversation. I Let My Emotions For My Rudeness During Our Last Conversation. I Let My Emotions Get The Better Of Me, And I Regret Any Hurt Hurt I Caused You. You've always been a Supportive Friend, And I Deeply Value Our Relationship. I'm committed to Being More Mindful and Respectful In The Future. If you're Open It, I'd Love To Talk Things Through. Thank You For Your Understanding, And I Hope We Can Move Past This.

Warm Regards,
Pithiya Krupali

2)Reminder Email

Subject: Reminder: Important Task

Dear Dhruv sir,

I hope this message finds you well. I wanted to gently remind you about the client meeting that is due on tomorrow. It's crucial for our company's reputation, and I believe completing it on time will help us meet our project goals.

If you need any assistance or additional information, please let me know. I'm here to help ensure we stay on track.

Thank you for your attention to this matter

3)Asking for a raise in salary

Subject: Request for Salary Review

Dear dhruvsir,

I hope you're doing well. I would like to request a review of my current salary. Over the past few years, I have taken on additional responsibilities and contributed to many achievements and fulfil every tasks

Given the value I bring to the team and the market trends, I believe a salary adjustment is warranted. I am committed to continuing my growth and contributing to our success. I would appreciate the opportunity to discuss this further at your convenience.

Thank you for considering my request.

Best regards,
Krupali pithiya

4) Email of inquiry for requesting information

Subject: Inquiry for Travel Information

Dear Ajay Modi,

I hope this message finds you well. I am interested in planning a trip and would like to request more information regarding Dubai package. Could you please provide details on availability, pricing, and any special offers? Additionally, any recommendations for activities or itineraries would be greatly appreciated.

Thank you for your assistance. I look forward to your prompt response.

Best regards,
Pithiya krupali
Mo:01234 56789

5) Thank you Email

Subject: letter for showing gratitude

Dear komal,

I hope you're doing well. I just wanted to thank you for all the help you gave me during the project. Your advice and support really made a big difference, and I couldn't have done it without you.

Whether it was brainstorming ideas or helping with last-minute work, you were always there when I needed you. I'm really grateful for everything you did to make sure things went well.

Thanks again for being such a great friend and helping me out. I'm excited to work together again in the future!

Kind regards,
Krupali pithiya