Data Centre

(CSI-DC-BATCH-6)-24NAG2171

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CLOUD LAB ID: 24NAG2171-10

Email writing

Practical : soft skills

**Emial1**

Dear Kavita,

I hope this message finds you well. Can you please conform the status of your portion of our

group project. As the deadline is this Thursday, Could you please let me know if you&#39;ll be

able to finish your part on time?

Thank you for your attention to this matter. I look forward to your update.

Best regards,

Bina

Email-2

Subject: Hold procedure Removed

Hi John,

We have removed the hold procedure, which was not supposed to be made by us. It is

supposed to be removed by Finance. Please check the email thread below.

If it is possible, kindly place the hold before the order gets shipped.

Regards,

Mercy Joel.

Email -3

Subject: Ticket #123456789 - Inquiry Regarding Closure

Hi Sarath,

I&#39;ve been monitoring ticket #123456789 and the program seems to be working fine. Can we

close the ticket?

Please confirm.

Thanks,

Mercy Joel,

System Admin.

Email-4

Subject: e-TES ID Locked

Hi Deepak,

My e-TES ID is currently locked, preventing me from recording hours for this week. Please

unlock the ID as soon as possible.

The necessary details are as follows:

Short ID: 1234

Emp code: 007

DOJ: 10-8-2024

Thank you for your prompt attention to this matter.

Sincerely,

Mercy Joel

Email-5

Subject: Apology and correction for report error

Dear Rose,

I am writing to apologize for the error in the Q4 report that was sent to you earlier today. I

understand the importance of accurate information and I regret any inconvenience this may

have caused. You will receive the corrected report by 6PM.

Thank you for your understanding.

Sincerely,

Mercy Joel.

Points about Etiquette

Grooming Etiquette:

1. Personal hygiene: Maintain good personal hygiene habits like showering, using

deodorant, and brushing teeth.

2. Hair care: Keep hair clean, styled neatly, and avoid excessive perfume or cologne.

3. Nail care: Keep fingernails and toenails clean, trimmed, and avoid loud nail polish colours.

4. Facial hair: Maintain well-groomed facial hair, avoid excessive stubble or unruly beards.

5. Body Odor: Use antiperspirant or deodorant to prevent body Odor.

Dressing Etiquette:

1. Dress for the occasion: Wear appropriate attire for the event, workplace, or social

gathering.

2. Be mindful of colours: Avoid loud or clashing colours, opt for neutral or complementary

colours.

3. Pay attention to fit: Wear clothes that fit well, avoid baggy or too-tight clothing.

4. Accessorize wisely: Avoid excessive jewellery, watches, or hats that may distract or

offend.

5. Shoes matter: Wear clean, polished shoes that match the occasion and outfit.

General Etiquette:

1. Be authentic: Be true to yourself, don&#39;t try to be someone you&#39;re not.

2. Respect others: Consider others&#39; feelings, beliefs, and cultural backgrounds.

3. Be mindful of body language: Maintain good posture, avoid crossing arms or legs, and

make eye contact.

4. Practice good manners: Say please, thank you, and excuse me, and use basic table

manners.

5. Be confident: Believe in yourself, and others will likely believe in you too.

Goal sheet

My name is Mercy Joel V, and I am excited to introduce myself. My hobbies include playing

soccer, travelling.

I believe my strengths are adaptability, and problem-solving abilities. In the next year at

WIPRO, my goal is to enhance my skills and contribute significantly to the team while

learning from my colleagues.

Five years from now, I want to be in a leadership position where I can mentor others and

drive impactful projects. To achieve this, I will practice time management to effectively

schedule my work and ensure that I remain focused on my tasks. I am committed to not

procrastinating, as I understand the importance of staying organized and on track.

One of my best memories in college was The fest where I hosted the opening ceremony. My

greatest achievement so far was walking again as i met with an major accident and i was

asked to take a 3 months bed rest but i got up and walked again in 2 months it would be my

greatest achievement ever.

Thank you for giving me the opportunity to introduce myself.