

Assignment-1

Module 1: Effective Communication

Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

1. Thank you Email
2. Letter of Apology
3. Reminder Email
4. Quotation Email
5. Email of Inquiry for Requesting Information
6. Email Asking for a Status Update
7. Asking for a Raise in Salary
8. Email to Your Boss About a Problem (Requesting Help)
9. Resignation Email
10. Introduction Email to Client

Answer:

Letter of Apology

From: nehasingh914@gmail.com

To: hiralshah122@gmail.com

Subject: Apology for Late Submission of Assignment.

Respected Ma'am,

I hope this email finds you well. I sincerely apologize for the delay in submitting my assignment. I understand the importance of deadlines, and I regret any inconvenience caused by my late submission.

Due to my personal reasons, I was unable to complete it on time. However, I have now submitted the assignment and made sure it meets the required standards.

I appreciate your understanding and assure you that I will manage my time better to avoid such delays in the future.

Thank you for your patience.

Best regards,
Neha Singh

Introduction Email to Client

From: topstechnology@gmail.com

To: hiralshah122@gmail.com

Subject: Introduction to Tops Technologies – Training & Placement Services

Dear Hiral Shah,

I hope you are doing well. I am Neha Singh from Tops Technologies, a leading training and placement institute specializing in IT and professional skills development.

We provide expert-led training in various technologies, including Data Analytics, Data Science, Machine Learning and many more courses helping students and professionals enhance their skills for better career opportunities.

We would love to discuss how we can support your requirements. Please let us know a convenient time to connect.

Looking forward to your response.

Best regards,
Neha Singh
Tops Technologies
9429629541

Email Asking for a Status Update

From: nehasingh914@gmail.com

To: jaypandya@gmail.com

Subject: Request for Status Update on Global Terrorism Project

Respected Sir,

I hope this email finds you well. I am writing to request a status update on Global Terrorism Project that was due on 25/02/2025.

Could you please let me know the current status and if there are any changes to the expected completion date?

Thank you for your time and I look forward to hearing back from you.

Best regards,

Neha Singh

Reminder Email

From: pragatiparmar@gmail.com

To: nehaaasingh@gmail.com

Subject: Reminder For Project Submission Deadline

Dear Neha,

I hope you're doing well. Just a quick reminder that the submission deadline for Project Global Terrorism is on 19/03/2025. Please ensure everything is submitted on time.

Let me know if you have any questions.

Best regards,
Pragati Parmar
I.T Dept,
SVBIT

Email of Inquiry for Requesting Information

From: nehaaasingh@gmail.com

To: topstechnology@gmail.com

Subject: Inquiry About Data Analyst Course at Tops Technology.

Respected Sir / Ma'am,

I hope you are doing well. I am interested in learning more about the Data Analyst Course offered at Tops Technology. Could you please provide details regarding the course structure, duration, fees, and enrollment process?

I would appreciate any additional information that could help me understand the course better. Looking forward to your response.

Best regards,

Neha Singh

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