

# Soft skill Assignment

## **Module 1: Effective Communication**

### **1. Thank you Email**

Ans:

**Subject:** Thank You for the Opportunity

Dear Dipika Gor,

I wanted to take a moment to sincerely thank you for the opportunity to interview for the at intas company. I truly appreciate the time and effort you invested in our conversation, and I enjoyed learning more about the exciting work being done at your organization.

I'm very enthusiastic about the possibility of contributing to your team and bringing my skills and experience to specific task or role mentioned during the interview. The values and goals of intas Company align closely with my own, and I would be honoured to be part of such a dynamic environment.

Thank you again for considering me for this opportunity.

Best regards,  
Nilam Vaza  
81417 27331

## 2. Letter of Apology

Ans:

**Subject:** Apology for My Recent Behaviour

Dear Navaneet Kamaliya

I hope you are well. I am writing to sincerely apologize for my behaviour during the class. Upon reflection, I realize that my actions were disrespectful, inappropriate, or disruptive, and I deeply regret any inconvenience or frustration this may have caused you or my classmates.

I understand the importance of maintaining a respectful and positive learning environment, and I acknowledge that my conduct did not reflect that. I take full responsibility for my actions and recognize how they may have impacted the classroom dynamic.

Please know that I am committed to learning from this experience and will make every effort to ensure that something like this does

not happen again. I truly value the time and effort you invest in teaching, and I regret not showing the respect you deserve.

I appreciate your understanding and patience, and I hope we can move forward from this. If there is anything further, I can do to make amends or if you would like to discuss this matter further, please don't hesitate to let me know.

Thank you for your time and for the opportunity to learn from my mistakes.

Sincerely,

Nilam Vaza

BCA College Student

### 3.     **Reminder Email**

Ans:

**Subject:** Friendly Reminder: Upcoming Meeting Tomorrow

Dear Neet,

I hope you're doing well!

I just wanted to send a quick reminder about our meeting scheduled for tomorrow, 11-12-2024, at 11:00pm. We'll be discussing the final details for the upcoming project launch, including the timeline, deliverables, and any last-minute updates.

If you need to reschedule or have any questions before then, please feel free to reach out. Otherwise, I'll see you tomorrow!

Thanks again, and I'm looking forward to our discussion!

Best regards,  
Nilam Vaza

Front-End Developer  
12345 67890

#### **4. Email Asking for a Status Update**

Ans:

**Subject:** Request for Status Update on bank Marketing Campaign

Dear Ms. Nayan,

I hope this message finds you well. I am following up on the bank marketing campaign we discussed last month. As we approach the final stages of the planning process, I wanted to check in on the status of the materials and timeline.

Could you please provide an update on the progress? Specifically, I would like to know if the content is ready for review and if we are on track to meet the launch date. If there are any obstacles or delays, please let me know how I can assist in resolving them.

Thank you for your attention to this, and I look forward to hearing from you soon.

Best regards,  
Nilam Vaza  
Marketing Manager  
[nilam@tops.com](mailto:nilam@tops.com)

## **5. Email of Inquiry for Requesting Information**

Ans:

**Subject:** Request for Demo of Online Billing Project Management Software

Dear Ms. Aman,

I hope this message finds you well. My name is Nilam Vaza, and I am a project manager at Tops Enterprises. I've been researching various project management tools, and your Online Billing Project Management Software has caught my attention. I'm particularly interested in learning how it can streamline our team's collaboration and improve our workflow.

I would greatly appreciate it if you could arrange a demo of the software so I can see how it works in action. Could you please let me know how I can schedule a demo or if there are any available upcoming sessions? Additionally, I would appreciate more details on whether the demo is virtual or in-person.

Thank you in advance for your help. I look forward to your response.

Best regards,  
Nilam Vaza  
nilam@tops.com  
Tops Enterprises  
Project Manager