

Jashanpreet Singh

BTM119 SDT1 18368

10/26/2021

Business Writing

Scenario 1	
To:	ryan@xyz.com
CC:	
BCC:	
Subject Line:	About my business report.
<p>Hi Ryan,</p> <p>I want to inform you that I have a family emergency today. I cannot come for work today due to family emergency. That is why I am taking an urgent day off. I have just gotten word that my sister has collapsed, and I am heading to the hospital to be with her and take care of the family. I plan to return to work a week from now, Nov 2, 2021. I feel confident that my current projects will not suffer from such a short absence. You also know business report is due today, but I finished it. I am not able to deliver the report to manager Sarah from home. But good thing is that you have access to my business report. I have sent you a business report. I request to you for deliver that business report to the manager Sarah.</p> <p>I appreciate your assistance in this matter and look forward to hearing your response.</p> <p>Yours sincerely,</p> <p>Jashanpreet Singh.</p> <p>Jashanpreet Singh Year Up Student, Class 22 Quality assurance(QA)</p> <p>Year Up of Puget Sound jsingh@sea.yearup.org</p> <p>www.yearup.org www.youtube.com/yearupinc Year Up enables young adults to move from minimum wage to meaningful careers in just one year.</p>	

Scenario 2			
To:	kimmy@xyz.com		
CC:			
BCC:			
Subject Line:	Need to be more improvements in business writing.		
<p>Hi Kimmy,</p> <p>I have received your email and We will meet this Friday to review the changes to our quarterly metrics. But I encouraged you to improve business writing skills more. The first that you need to change the color and font. Because you used different colors and font that is looking awkward. Your all content should be in black color and fonts should be same as well. Second thing that you need to have all contents in order and remove all underline in the content. Last thing that I want to encourage you to add closing remarks and your professional email address in the end of the email. If you will add all these guidelines in your email, then it will improve your business writing skills.</p> <p>Thank you so much for email. I look forward to hearing from you soon and meeting you this Friday.</p> <p>Yours sincerely,</p> <p>Jashanpreet Singh.</p> <p>Jashanpreet Singh Year Up Student, Class 22 Quality assurance(QA)</p> <p>Year Up of Puget Sound jsingh@sea.yearup.org</p> <p>www.yearup.org www.youtube.com/yearupinc Year Up enables young adults to move from minimum wage to meaningful careers in just one year.</p>			

Scenario 3

To: LBlamey@YearUp.org

CC:

BCC:

Subject: Status Update Email.
Line:

Hi Laura,

This week overall was super stressful, but it was very fun, and I got a great opportunity to talk with everyone. I have learned so many things to be successful in future. I'm still happy that I'm in the IT track and I am liking my classes so far. I want to say thank to every staff member who helped me a lot as well as students. I appreciate Laura for all your hard work. I am so grateful being a student of you.

This week's highlights:

- I learned how to use a canvas.
- ADP account has been successfully created. (I can see my stipend now.)
- Pending Wisely card.
- How to work in a group project.
- I have learned how to use outlook. I have also learned how to put professional sign in email.

This week's delta:

- My group presentation went well.
- I was got to bed 12am around sometimes 1pm and wake up at 6:30 am.
- I have learned how to work in a team and how to build a confidence.
- Build collaboration.
- Overall, I'm looking forward to the weekend and plan to get all my homework done on Saturday so that I can rest on Sunday.
- I am gaining experience during this program to get a job in future.

Respectfully,
Jashanpreet Singh

Jashanpreet Singh
Year Up Student, Class 22
Quality assurance(QA)

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