



English for Engineers –ENG1011

Winter Semester -2018-19

ASSESSMENT 3

Register No: 18BIT0272

Name: PRIYAL BHARDWAJ

Date: 07/01/2019

Slot:

1. Read the following email message and change the tone of it.

10x1=10

Hi Steve!

Thanks for the quick reply. For whatever reason, I can't open the file. Could you resend it as a PDF file? No rush on this. Right now I'm still working on the Peterson case, so I won't get to this till early next week. Even so, I'd like to have all the necessary documents by Friday.

I appreciate your help on this.

Have a good one!

Megan

Dear Steve

Thanks<sup>you</sup> for the quick reply. For some reason I am having trouble opening the file. Could you resend it as a PDF file?

There is no rush since I am still working on the Peterson case and hence won't get back to this till next week.

Even so, I would like to have all necessary documents by Friday. Your assistance<sup>on this</sup> is appreciated.

Have a good day.

Megan

2. You're emailing an important client. Would you change anything in your message?  
1x5=5

Subject: document

Hello Bradley.

I want to mail a copy of this document to you.

See the attachment.

Can you open it?

Does it look okay?

If we don't need to make any changes, I'll send it today.

Thanks.

Ollie

Dear Bradley

Please <sup>check</sup>~~see~~ the 'attached document to see if it opens properly and looks presentable or not.

If we do not need to make any changes then I will send it today.

Thank you for your help.

Ollie