

TCS Previous Papers

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**eMail Writing**

# TCS Previous Year Papers and Study materials



**Also, don't share this PDF with anyone as if they will score good marks too your percentile will get decreased**

**Directions:**

- 1. Use all the phrases given**
- 2. Minimum words should be 50 otherwise your email cannot be validated**
- 3. Addressing and signing should be done as in the question given.**
- 4. Common grammatical rules, punctuation should be according to standard English.**
- 5. you can use your own phrases along with the phrases given.**

**Email writing example 1 :**

**Using the following phrases, write an email with minimum of 50 words to the customer Mr. Bill Roy explaining delay to the project, sign the email as Reese:**

**Payment processing system – schedule – 10th May (Friday) – Unexpected power outage – 3 days – Overall delay-7 days – includes recovery of lost work – will not recur**

**TCS Verbal Ability Test : Answer 1**

**Dear Mr Roy,**

**I hereby inform you that the project payment processing system will be delayed. The schedule to be delivered on 10th May (Friday) could not be met owing to unexpected power**

**outage. It may take maximum of 3 days to restore the power. Hence there will be overall delay of 7 days. This includes recovery of lost work. Sorry for the inconvenience caused to you. We assure you that this will not recur in future.**

**Thanks and regards,**

**Reese**

**Email writing example 2 :**

Write an email to a client to invite him to the party by using the following phrases, with a minimum of 50 words and a maximum of 100 words. , sign the email as Sachin.

pleasure – web analysis project – Tuesday – 8 pm – Hilton downtown- dinner – meal  
constraint – successful project – celebrate – hard work – any constraint – looking  
forward

**TCS Verbal Ability Test : Answer 2**

Dear sir/madam,

It is our pleasure to invite you on grand success of our web analysis project. Celebration is planned at eight pm on Tuesday, at Hilton downtown. We celebrate our hard work and It will be our pleasure having you with us in our successful project. The dinner is planned at 8 pm. Please let us know your if you have any meal constraint.

We are looking forward for a great relationship with you.

Thanks and regards,

Sachin

**Email writing example 3 :**

You are a member of local residential society, write an email to the inspector of nearby Police station, Mr.Gupta, informing him about mischivious bikers who ride their bikes rashly every evening outside your society. Sign the email as john.

residential area – ride – rashly – children – play – elderly – walk – grocery shop – across  
the road – dangerous – accidents – nuisance – action – immediately.

**TCS Verbal Ability Test : Answer 3**

**Dear Mr.Gupta**

**We are the residents of Shakti Nagar. We would like to notify you that a few guys are riding their bikes very rashly in the evening hours in the main road of the colony. As you know that this is the time when children play on the road and elderly go for an evening walk. Also there is a grocery shop across the road and many people cross the road to get there several times in a day. This rash driving is dangerous and caused many accidents. This is creating a nuisance for all. So we would like to request you to take necessary action immediately**

**Thanking you**

**Yours sincerely**

**John**

**Email writing example 4 :**

**Write an e-mail to request to conduct a training session for your associates using the following phrases, with a minimum of 50 words, sign the email as Henry:**

**training – sixteen associates – tenth – twelfth August – three days – communication skills – assertiveness – telephone etiquette – e-mail writing – confirm -two days – clarifications**

**TCS Verbal Ability Test : Answer 4**

Dear sir,

A training is required for our sixteen associates. The training will last for three days from tenth August to twelfth August. The training will focus on communication skills, assertiveness, telephone etiquette and e-mail writing. The training will improve the communication skills as well as guide the associates about telephone etiquette and business e-mail writing. Please confirm the availability by two days prior to the schedule. Please mail us for any further clarifications.

Thanks and regards,

Henry

Email writing example 5 :

You are Navin, working in an organization that works with overseas clients. There is a call scheduled for March 27 with the client leader German national living in Berlin. Suddenly you realize that March 27th is Holi. None of your team members would be coming to office (in India) that day. You realize that you need to reschedule the call. You are a little busy so you send an email to the German client in Berlin. Write the email using following phrases :

Cancel-meeting-March 27th – Holi- national holiday – reschedule – response – email – apologize – inconvenience – date

TCS Verbal Ability Test : Answer 5

Dear Sir,

We request you to cancel the meeting to be held on march 27th and approve a new date. We apologize for the inconvenience caused to you. The meeting to be held on March 27th needs to be rescheduled due to the festival of Holi – a national holiday in India.

Please let us know your preferred date to reschedule the meeting. We will start the process of rescheduling on your response to this email.

Regards,

Navin

Directions:

1. Use all the phrases given
2. Minimum words should be 50 otherwise your email cannot be validated
3. Addressing and signing should be done as in the question given.
4. Common grammatical rules, punctuation should be according to standard english.
5. you can use your own phrases along with the phrases given.

Email writing example 6 :

You are Joy, a part of corporate communication team in your company. The working time period is revised as 8:30 am to 5:00pm. Using the following phrases, write an email with a minimum of 50 words and a maximum of 80 words to the employees in your company informing the same.

by 30 minutes to avoid traffic – effect from next week – lunch duration – revised working time – reduced by 10 minutes –

free breakfast – office will start earlier – till the end of rainy season – will be in effect

**TCS Verbal Ability Test : Answer 6**

Dear all,

The reporting time has been reduced by 30 minutes to avoid traffic. This will be in effect from next week. The lunch duration has also been reduced by 10 minutes. The revised working time is from 8:30 am to 5:00 pm. You will get free breakfast. The office will start earlier till the end of rainy season. This schedule will be in effect from next week.

Thanks and regards,

Joy

**Email writing example 7 :**

As a former student, write an email to your professor, Mr.Matt, thanking her for teaching and guidance that contributed to your overall development.Using the following phrases, write an email with a minimum of 50 words and a maximum of 80 words Sign the email as peter.

Successful – Placed – grateful – help – advice – grooming – values – shaping my future – sincere – professional

**TCS Verbal Ability Test : Answer 7**

Dear Mr.Matt

I am very happy to tell you that I got successful in the recently conducted campus placement drive at my college. I am placed with TCS. I am extremely grateful for your help regarding my preparation. More over your advice regarding personality development helped for my personal grooming. In addition to that, your style of teaching inculcates not only those skills related to professional success but also for developing values which I believe helps for shaping my career. Once again I would like to thanks for your sincere and professional help.

with warm regards

Peter.

Email writing example 8 :

Using the following phrases, write an email with a minimum of 50 words and a maximum of 80 words to your parents describing the experience related to your first campus interview, sign the email as Navin.

80 minutes – tensed – formal shirt – negative marking – polish – write a program – early in the morning – written test – four member panel – explain – offer – very happy

TCS Verbal Ability Test : Answer 8

Dear dad/mom,



Today I am very happy. I got placed. I woke up early in the morning, wore formal shirt and got my shoes from polish. The written test lasted for 80 minutes. There was negative marking also. I was very tensed. After a while, they called me for interview. There was a four member panel. They asked me to write a program and explain. I wrote the program and explained. Finally, I got the offer letter.

Thanks,

Navin

Email writing example 9 :

As your company is doing good business and expanding, your company is relocating its office to a new address. Using the following phrases, write an email with a minimum of 50 words and a maximum of 80 words to your customer informing the change in address, sign the email as Roy.

near outer ring road – shifting to – bigger office space – November 10 – change in telephone number – new address is provided below – fourth floor – Cesina Business

TCS Verbal Ability Test : Answer 9

Dear sir,

We are happy to inform that we are shifting to a new office from November 10. This is near outer ring road. There is change in telephone number also. This is indeed a sign of our growing Business and relationship. The requirement of bigger office space was felt since a long time.

Our new address is provided below –

Cesina Business,  
fourth floor,  
International Tech Park – 560066

Thanks and regards,

Roy

Email writing example 10 :

As a recent buyer of their car, write an email to the Manager of Smart Automotive company, Mr.Ahmed, regarding the poor quality of service facility available in the city. Sign the email as Chopra.Using the following phrases, write an email with a minimum of 50 words and a maximum of 80 words.

very few – service centers – complaints – pending problems – maintenance – cost – time  
– delivery – increase – customer satisfaction

TCS Verbal Ability Test : Answer 10

Dear Mr. Ahmed

I recently bought Fiat palio from “Sridhar Fiat show room” in Nagole. Recently I faced small problem with car AC and bought the car for maintenance. But to my utter surprise, the showroom staff told me that service is not available in their showroom and they asked me to take the car to near by service center. I found that there are very few service centers available compared to sales showrooms, and there are many complaints regarding this. This in turn is causing many pending problems and increased

**maintenance cost, time and delivery time. I would like to suggest you that if more service centers are opened in the city, customer satisfaction also goes up which finally converts into more sales.**

**Thanks and Regards**

**Chopra**

**Directions:**

- 1. Use all the phrases given**
- 2. Minimum words should be 50 otherwise your email cannot be validated**
- 3. Addressing and signing should be done as in the question given.**
- 4. Common grammatical rules, punctuation should be according to standard english.**
- 5. you can use your own phrases along with the phrases given.**

**Email writing example 11 :**

**As an intern at ABC consulting Pvt.Ltd, write an email to your internship Project Manager, Mr.Ramesh, informing about the progress that you are making and some difficulties that your are encountering. Sign the email as Ben.Use following phrases to write the email in 50 to 80 words.**

**Thank – challenging – progress – tight schedule – support –  
report – analytics – guidance – access – doubt – requirements – design.**

**TCS Verbal Ability Test : Answer 10**

Dear Mr.Ramesh

Thank you for allotting a challenging project for my internship. I am making steady progress and learning many new things. The project is due next month and we are on tight schedule. I need some additional support with regard to the reporting of Analytics. Your guidance helped me access the database with ease but I have several doubts regard to the requirements of the design. But I am facing little problem in reporting.

Thanks and regards

Ben

Email writing example 11 :

As an intern at ABC consulting Pvt.Ltd, write an email to your internship Project Manager, Mr.Ramesh, informing about the progress that you are making and some difficulties that your are encountering. Sign the email as Ben. Use following phrases to write the email in 50 to 80 words.

Thank – challenging – progress – tight schedule – support – report – analytics – guidance – access – doubt – requirements – design.

TCS Verbal Ability Test : Answer 11

Dear Mr.Ramesh

Thank you for allotting a challenging project for my internship. I am making steady progress and learning many new things. The project is due next month and we are on tight schedule. I need some additional support with regard to the reporting of Analytics.

Your guidance helped me access the database with ease but I have several doubts regard to the requirements of the design. But I am facing little problem in reporting.

Thanks and regards

Ben

Email writing example 12 :

As your company is doing good business and expanding, your company is relocating it's office to a new address. Using the following phrases, write an email with a minimum of 70 words and a maximum of 100 words to your customer informing the change in address.

near outer ring road-shifting to-bigger office space-November 10-change in telephone number-new address is provided below-fourth floor-Cesina Business Park.

TCS Verbal Ability Test : Answer 12

Dear All

We are happy to announce that we are moving out to much spacious office from November 10th onwards. It is indeed a great sign of our ever growing business & our increasing clientele.

Hence, for a better productivity results, our management has taken a decision of increasing the team size & allocate us a much more spacious facility with all the modern state of art amenities.

Our new abode will be Fourth Floor, Cesina Business Park, Near Outer Ring Road,  
Bangalore/Chennai/Hyderabad etc.,

Please also make a note of new board line number (reception number)-xxx-xxxxxxx.  
Let's all make the most use of the resources available in the said new office to serve  
our clients

better.

Thanks & Regards

XXXX

Email writing example 13 :

Using the following phrases, write an email with minimum of 70 words to the customer  
Mr. Gill Roy explaining delay to the project.

Payment processing system – Schedule – 10th May (Friday) – Unexpected power outage  
– 3 days – Overall delay – 7 days – includes recovery of lost work – will not recur

TCS Verbal Ability Test : Answer 13

Dear Gill Roy

The project "Payment processing system" was scheduled to be delivered on 10th May  
(Friday). However, due to an unexpected power outage in our offshore site for the past 3  
days, work did not progress as expected. Also we lost a few of our works as backup  
systems did not come online. Hence we are expecting an overall delay includes recovery  
of lost work in the delivery of the project for a maximum of 7 days within which our

team will work on the issues. Apologies for the delay and we will ensure that the mistake will not recur in future again.

Thanks and Regards

XXX

Email writing example 14 :

As a recent buyer of their car, write an email to the Manager of Smart Automotive company, Mr.Ahmed, regarding the poor quality of service facility available in the city. Sign the email as Chopra. Use following phrases to complete the email within 70 to 100 words.

very few – service centers – complaints – pending problems – maintenance – cost – time – delivery – increase – customer satisfaction

TCS Verbal Ability Test : Answer 14

Dear Mr. Ahmed

I recently bought Fiat palio from “Sridhar Fiat show room” in Nagole. Recently I faced small problem with car AC and bought the car for maintenance. But to my utter surprise, the showroom staff told me that service is not available in their showroom and they asked me to take the car to near by service center. I found that there are very few service centers available compared to sales showrooms, and there are many complaints regarding this. This in turn is causing many pending problems and increased maintenance cost, time and delivery time. I would like to suggest you that if more service centers are opened in the city, customer satisfaction also goes up which finally converts into more sales.

**Thanks and Regards**

**Chopra**

**Email writing example 15:**

**You are a part of corporate communication team in your company. The working time period is revised as 8:30 am to 5:00 pm. Using the following phrases, write an email with a minimum of 70 words and a maximum of 100 words to the employees in your company informing the same.**

**by 30 minutes to avoid traffic – effect from next week – lunch duration-revised working time – reduced by 10 minutes-free breakfast-office will start earlier-till the end of rainy season-will be in effect.**

**TCS Verbal Ability Test : Answer 15**

**Dear All**

**We hereby announce a change in the work timings as 8.30 AM to 5.00 PM, with effect from next week, till the end of rainy season Which means, office hours would commence 30 mins earlier to cover up minimum 30 Mins extra time being spent during peak hour traffic during monsoons. Also, additional changes include reduction of lunch duration by 10 minutes & timings of free breakfast are now applicable from 7.30 AM to 8.30 AM only. Since request to each one of you to adhere to the new timings.**

**Have a nice day**



Regards

Lead – Corporate Communications

Directions:

1. Use all the phrases given
2. Minimum words should be 50 otherwise your email cannot be validated
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4. Common grammatical rules, punctuation should be according to standard english.
5. you can use your own phrases along with the phrases given.

Email writing example 16:

Write an e-mail to client to invite him to the party using the following phrases, with a minimum of 50 words and a maximum of 100 words. , sign the email as John.

pleasure – mobile alert project – Tuesday – eight pm – Hilton downtown- dinner – meal  
constraint – successful project –

celebrate – hard work – if any – looking forward

TCS Verbal Ability Test : Answer 16

Dear sir,

We are pleasure to invite you on grand success of our mobile alert project. It is planned at eight pm on Tuesday, at Hilton downtown. We celebrate our hard work. It will be our pleasure having you after our successful project. The dinner is planned at nine pm. Please let us know your meal constraint, if any.

Looking forward for a great relationship ahead.

Thanks and regards,

John

Email writing example 17:

Using the following phrases write an e-mail on Policy Letter on Vehicle Expense Reimbursement.

essential that – personnel drives company and personal vehicles in connection – company – maintain – record – expenses incurred – reimbursed – expenditures that – your good – record keeping – possible. Receipts – submit – purchases – expenses and repairs – require record -the amount of time spent driving – your cooperation

TCS Verbal Ability Test : Answer 17

Dear

It is essential that any of our personnel who drive company and personal vehicles in connection with company business maintain a thorough record of any expenses incurred. It is our desire to be certain that you are reimbursed for any expenditures that you make in this regard, and your good record keeping will make this possible. Receipts must be submitted for gasoline purchases, parking expenses and repairs. In addition, we will require your daily record of the number of miles driven, the odometer reading, before and after, and the amount of time spent

driving. This information should be contained in your weekly report to (name).

Thank you very much for your cooperation in this matter.

XXXXX

Email writing example : 18

As a resident, write an email to the Municipal commissioner of your city, Mr.Ashok, reporting nuisance of a building under construction beside your place. Sign the email as Kumar.

building – construction – long time – three years – water usage – mosquitoes – unhygienic – construction workers – bad behaviour – attention -request – action – immediately

TCS Verbal Ability Test : Answer 18

Dear Mr.Ashok

I am a resident of Indira Nagar. I would like to bring to your kind notice that M/S abc constructions limited has started a building construction in our locality. For the last three years the work has been progressing very slow and lot of water is being used indiscriminately by the company. Due to unhygienic conditions created by the construction, mosquitos, pigs are growing fast in this locality. In addition to this, most of the ladies and young women are reporting the construction workers bad behaviour. I request you to pay attention to this problem and take action immediately.

Thanks and Regards

Kumar

Email writing example : 19

You are the project leader for a team of 20 members. As the team members are not submitting the weekly time sheets regularly, you need to email them stressing the need to submit without fail. Using the following phrases, write an email with a minimum of 70 words and a maximum of 100 words to your team members informing the same.

can be accessed online-lead to loss of pay-every week-do not default-used to bill client-actual working hours-by friday-failure to adhere-time sheet filling application.

**TCS Verbal Ability Test : Answer 19**

**Dear All**

It has been observed that many of you are not filling the timesheets on regular basis. Let me tell you, filling up time sheets is the only way, to measure your hardwork, as long as you are working on this project. So please do not default on this. More over, This is important for us to report it to our client, the actual amount of work done by each one of you in terms of number of hours per day, at the end of every week.

Only on the basis of this, we can bill you all to the client, which is directly linked to you monthly salary. In our words, it leads to loss of pay for any particular day, for which time sheet is not filled.

Please adhere to the company guidelines & fill the same on daily basis or atleast weekly basis.

Time sheet filling application is easily accessible in our intranet portal, which needs your login credentials.

Please do the needful on regular basis.

**Regards**

**Project Lead**

XXXX

**Email writing example : 20**

As an intern at ABC consulting Pvt.Ltd, write an email to your internship Project Manager, Mr.Ramesh, informing about the progress that you are making and some difficulties that your are encountering. Sign the email as Ben.

**Outline:**

**Thank – challenging – progress – tight schedule – support – report – analytics – guidance – access – doubt – requirements – design.**

**TCS Verbal Ability Test : Answer 20**

**Dear Mr.Ramesh**

**Thank you for allotting a challenging project for my internship. I am making steady progress and learning many new things. The project is due next month and we are on tight schedule. I need some additional support with regard to the reporting of Analytics. Your guidance helped me access the database with ease but I have several doubts regard to the requirements of the design. But I am facing little problem in reporting.**

**Thanks and regards**

**Ben**

**Email:**

**As a resident, write an email to the Municipal commissioner of your city, Mr.Ashok, reporting nuisance of a building under construction beside your place. Sign the email as Kumar.**

**building - construction - long time - three years - water usage - mosquitoes - unhygienic - construction workers - bad behaviour - attention -request - action - immediately**

**Answer:**

Dear Mr.Ashok

I am a resident of Indira Nagar. I would like to bring to your kind notice that M/S abc constructions limited has started a building construction in our locality. For the last three years the work has been progressing very slow and lot of water is being used indiscriminately by the company. Due to unhygienic conditions created by the construction, mosquitos, pigs are growing fast in this locality. In addition to this, most of the ladies and young women are reporting the construction workers bad behaviour. I request you to pay attention to this problem and take action immediately.

Thanks and Regards,

Kumar

Email:

You are the project leader for a team of 20 members. As the team members are not submitting the weekly time sheets regularly, you need to email them stressing the need to submit without fail. Using the following phrases, write an email with a minimum of 70 words and a maximum of 100 words to your team members informing the same.

can be accessed online-lead to loss of pay-every week-do not default-used to bill client-actual working hours-by friday-failure to adhere-time sheet filling application.

Answer:

Dear All,

It has been observed that many of you are not filling the timesheets on regular basis. Let me tell you, filling up time sheets is the only way, to measure your hardwork, as long as you are working on this project. So please do not default on this. More over, This is important for us to report it to our client, the actual amount of work done by each one of you in terms of number of hours per day, at the end of every week.

Only on the basis of this, we can bill you all to the client, which is directly linked to your monthly salary. In other words, it leads to loss of pay for any particular day, for which time sheet is not filled.

Please adhere to the company guidelines & fill the same on daily basis or at least weekly basis. Time sheet filling application is easily accessible in our intranet portal, which needs your login credentials.

Please do the needful on regular basis.

Regards,

Project Lead

XXXX

Email:

As a member of your residential society, write an email to inspector of local Police station, Mr. Sharma, informing him about miscreants who ride their bikes rashly every evening outside your society. Sign the email as William.

residential area - ride - rashly - children - play - elderly - walk - grocery shop - across the road - dangerous - accidents - nuisance - action - immediately.

Answer:

Dear Mr. Sharma

We are the residents of Siddhartha Nagar. We would like to bring to your notice that a few guys are riding their bikes very rashly in the evening hours in the main road of the colony. As you know that this is the time when children play on the road and elderly go for an evening walk. Also there is a grocery shop across the road and many housewives used to cross the road to buy any groceries. In the recent times we observed that due to this rash driving many accidents were happened and several injured. This is creating a

constant nuisance for all. So we would like to request you to take necessary action to curb these activities

Thanking you,

Yours Sincerely

William

**Email:**

You are Navin, working in an organization that works with overseas clients. There is a call scheduled for March 27 with the client leader German national living in Berlin. Suddenly you realize that March 27th is Holi. None of your team members would be coming to office (in India) that day. You realize that you need to reschedule the call. You are a little busy so you send an email to the German client in Berlin. Write the email using following phrases :

Cancel-meeting-March 27th - Holi- national holiday - reschedule – response – email – apologize – inconvenience - date

**Answer:**

Dear Sir,

We request you to cancel the meeting to be held on march 27th and approve a new date.

We apologize for the inconvenience caused to you. The meeting to be held on March 27th needs to be rescheduled due to the festival of Holi - a national holiday in India.

Please let us know your preferred date to reschedule the meeting. We will start the process of rescheduling on your response to this email.

Regards,

Naveen



**Email:**

You are Ron, working in an organization as project head. There is a meeting scheduled for August 03 with the client leader. Suddenly you realize that August 03 is already scheduled. None of your team members would be able to attend the meeting that day. You need to reschedule the meeting. You are a little busy so you send an email to the client. Write the email using following phrases :

Cancel-meeting-August 03 - busy day- scheduled - reschedule – response – email – apologize – inconvenience - date

**Answer:**

Dear Sir,

We request you to cancel the meeting to be held on August 3rd and approve a new date. We apologize for the inconvenience caused to you. The meeting to be held on August 3rd needs to be rescheduled since it's a busy day and already scheduled. Please let us know your preferred date to reschedule the meeting. We will start the process of rescheduling on your response to this email.

Regards,

John

**Email:**

Using the following phrases, Write an e-mail to the company which recently interviewed you. Share your experience and thank them for the Interview.

Thank you - time and consideration -extended - interview with you yesterday - opportunity - my experience - my future goals - hearing from you - wish to thank - courtesy.

**Answer:**

**Thank you for the time and consideration you extended to me during my interview with you yesterday. I appreciate having had the opportunity to speak with you about my experience in related fields and my future goals.**

**I shall look forward to hearing from you and wish to thank you again for your courtesy.**

**Yours Truly,**

**XXXX**

**Email:**

**As a student representative of your department, write an email to your batch mates, suggesting a party for Head of Department Prof.Sunil who is retiring next month. Sign the email as Sam.**

**inform - retire - plan - surprise - party - host - family - exceptional teacher - guide - mentor - groom - students - helpful - together - memorable**

**Answer:**

**Hi All,**

**I would like to inform you that our Head of Department Prof.Sunil is going to retire next month. We all know that Prof.Sunil is an exceptional teacher and guided us in many typical situations during our project time. In addition to that, he mentored and groomed many of our seniors to grow into leadership positions. For his helpful contributions, we will host a small party to surprise him. We also invite his family. Please inform all the students and together we make it successful and this will be memorable for us forever.**

**Thanks and Regards,**

**Sam**

**Email:**

As a former student, write an email to your professor, Mr.Matt, thanking her for teaching and guidance that contributed to your overall development. Sign the email as peter.

Successful - Placed - grateful - help - advice - grooming - values - shaping my future - sincere - professional

Answer:

Dear Mr. Matt,

I am very happy to tell you that I got successful in the recently conducted campus placement drive at my college. I am placed with TCS. I am extremely grateful for your help regarding my preparation. More over your advice regarding personality development helped for my personal grooming. In addition to that, your style of teaching inculcates not only those skills related to professional success but also for developing values which I believe helps for shaping my career. Once again I would like to thanks for your sincere and professional help.

With Warm Regards,

Peter

Email:

As a supplier, write an email to the manager of M/S Big wheel Manufacturing Company, Mr.Chopra, intimating of their payment that is due for the products delivered to them three months ago. Sign the email as Ramesh

On time - delivery of goods - three months - credit period - overdue - payment - of the earliest - longstanding - relationship

Hi Mr. Chopra,

You are a valuable customer of our company for a very long time and we appreciate your business. And you always make payments on time . But recently, we observed that we have not received payment for the delivery of goods we made on 15th may this year. Three months credit period was also over and payment is over due. I request you to make payment for the above goods delivered of the earliest. We are looking forward for a longstanding relationship with your company.

Thanks and Regards,

Rakesh

Email:

You are a part of corporate communication team in your company. The working time period is revised as 8:30 am to 5:00 pm. Using the following phrases, write an email with a minimum of 70 words and a maximum of 100 words to the employees in your company informing the same.

by 30 minutes to avoid traffic - effect from next week - lunch duration-revised working time - reduced by 10 minutes-free breakfast-office will start earlier-till the end of rainy season-will be in effect.

Answer:

We hereby announce a change in the work timings as 8.30 AM to 5.00 PM, with effect from next week, till the end of rainy season Which means, office hours would commence 30 mins earlier to cover up minimum 30 Mins extra time being spent during peak hour traffic during monsoons. Also, additional changes include reduction of lunch duration by 10 minutes & timings of free breakfast are now applicable from 7.30 AM to 8.30 AM only. Since request to each one of you to adhere to the new timings.

Regards

Lead - Corporate Communications

**Directions:**

1. Use all the phrases given
2. Minimum words should be 50 otherwise your email cannot be validated
3. Addressing and signing should be done as in the question given.
4. Common grammatical rules, punctuation should be according to standard english.
5. you can use your own phrases along with the phrases given.

**Email writing example : 31**

As a former student, write an email to your professor, Mr.Matt, thanking her for teaching and guidance that contributed to your overall development. Sign the email as peter. Use following phrases to complete your email in 70 to 100 words.

**Outline:**

Successful – Placed – grateful – help – advice – grooming –  
values – shaping my future – sincere – professional

**TCS Verbal Ability Test : Answer 31**

Dear Mr.Matt

I am very happy to tell you that I got successful in the recently conducted campus placement drive at my college. I am placed with TCS. I am extremely grateful for your help regarding my preparation. More over your advice regarding personality development helped for my personal grooming. In addition to that, your style of teaching inculcates not only those skills related to professional success but also for

developing values which I believe helps for shaping my career. Once again I would like to thanks for your sincere and professional help.

with warm regards

Peter.

Email writing example : 32

As a student representative of your college, write an email to the Principal of Professional Engineering College, Prof.Deb Chatterjee, inviting his institute to participate in the Technical symposium being organized in your college. Sign the email as Sam. Write the email using given phrases. Do not exceed 100 word limit.

Invite – technical Symposium – previous – success – expecting – huge participation – latest technology – stalls – demos – interaction – topics – complete – exchange ideas – exciting prizes.

TCS Verbal Ability Test : Answer 32

Dear prof. Chatterjee,

I would like to inform you that we are going to organize a technical symposium on fourth sunday of this month. Many eminent personalities form industry and academia are going to participate in this event. Looking at the previous year success of the event, we are expecting huge participation this year. In this event the students shall get to know about the latest technologies. Many eminent vendors are setting up their stalls to give demos about their products. In the symposium, there will be some topics for interaction. Various competitions are being held as a part of the symposium. It is wonderful opportunity to exchange ideas and win exciting prizes.

Thanks and regards

Sam

### Email writing example : 33

As a student representative of your department, write an email to your batch mates, suggesting a party for Head of Department Prof.Sunil who is retiring next month. Sign the email as Sam. Use given phrases to complete the email within 70 to 100 words.

inform – retire – plan – surprise – party – host – family – exceptional teacher – guide – mentor – groom – students – helpful – together – memorable

### TCS Verbal Ability Test : Answer 33

Hi all

I would like to inform you that our Head of Department Prof.Sunil is going to retire next month. We all know that Prof.Sunil is an exceptional teacher and guided us in many typical situations during our project time. In addition to that, he mentored and groomed many of our seniors to grow into leadership positions. For his helpful contributions, we will host a small party to surprise him. We also invite his family. Please inform all the students and together we make it successful and this will be memorable for us forever.

Thanks and regards

Sam

### Email writing example : 34

As your company is doing good business and expanding, your company is relocating its office to a new address. Using the following phrases, write an email with a minimum of 70 words and a maximum of 100 words to your customer informing the change in address.

near outer ring road-shifting to-bigger office space-November 10-change in telephone number-new address is provided below-fourth floor-Cesina Business Park.

**TCS Verbal Ability Test : Answer 34**

Dear All

We are happy to announce that we are moving out to much spacious office from November 10th onwards. It is indeed a great sign of our ever growing business & our increasing clientele.

Hence, for a better productivity results, our management has taken a decision of increasing the team size & allocate us a much more spacious facility with all the modern state of art amenities.

Our new abode will be Fourth Floor, Cesina Business Park, Near Outer Ring Road, Bangalore/Chennai/Hyderabad etc.,

Please also make a note of new board line number (reception number)-xxx-xxxxxxx. Lets us all make the most use of the resources available in the said new office to server our clients better.

Thanks & Regards

xxxx

**Email writing example : 35**

As a student representative of your college, write an email to the Principal of Professional Engineering College, Prof. Dube, inviting his institute to participate in the Cultural festival being organized in your college. Sign the email as Animesh. Use of given phrases is mandatory. Complete the email within 100 words.



Invite – Cultural festival – previous – success – expecting – huge participation – latest trends – interaction – bonding – topics – complete – exchange ideas – exciting prizes.

TCS Verbal Ability Test : Answer 35

Dear prof. Dube,

I would like to inform you that we are going to organize a Cultural festival on 23rd of this month. Many eminent personalities from music industry and academia are going to participate in this event. Looking at the previous year success of the event, we are expecting huge participation this year. In this event the students shall get to know about the latest trends in societies and cultures. There will be many topics for interaction and bonding. Various competitions are being held as a part of the festival. It is wonderful opportunity to exchange ideas and win exciting prizes.

Thanks and regards

Animesh

Directions:

1. Use all the phrases given
2. Minimum words should be 50 otherwise your email cannot be validated
3. Addressing and signing should be done as in the question given.
4. Common grammatical rules, punctuation should be according to standard english.
5. you can use your own phrases along with the phrases given.

**Email writing example : 36**

**As a supplier, write an email to the manager of M/S Big wheel Manufacturing Company, Mr.Chopra, intimating of their payment that is due for the products delivered to them three months ago. Sign the email as Ramesh**

**On time – delivery of goods – three months – credit period – overdue – payment – of the earliest – longstanding –  
relationship**

**TCS Verbal Ability Test : Answer 36**

**Hi Mr.Chopra**

**You are a valuable customer of our company for a very long time and we appreciate your business. And you always make payments on time . But recently, we observed that we have not received payment for the delivery of goods we made on 15th may this year. Three months credit period was also over and payment is over due. I request you to make payment for the above goods delivered of the earliest. We are looking forward for a longstanding relationship with your company.**

**Thanks and regards**

**Ramesh**

**Email writing example : 37**

**As a recent buyer of their laptop, write an email to the Manager of Smart Appliance company, Mr.Arun, regarding the poor quality of service facility available in the city. Sign the email as Naman. Use given phrases and complete the email in 100 words.**

**Outline:**

**very few – service centers – complaints – pending problems – maintenance – cost – time  
– delivery – increase – customer satisfaction**

**TCS Verbal Ability Test : Answer 37**

**Dear Mr. Arun**

**I recently bought Storm thunder laptop from “New tech show room” in Jaipur. Recently I faced small problem with sound card and brought it for repairs. But to my utter surprise, the showroom staff told me that service is not available in their showroom and they asked me to take the laptop to near by service center. I found that there are very few service centers available compared to sales showrooms, and there are many complaints regarding this. This in turn is causing many pending problems and increased maintenance cost, time and delivery time. I would like to suggest you that if more service centers are opened in the city, customer satisfaction also goes up which finally converts into more sales.**

**Thanks and Regards**

**Naman**

**Email writing example : 38**

**Using the following phrases, write an email with minimum of 70 words to the customer Mr. Roy explaining delay to the project.**

Payment processing system – Schedule – 15th –month – Unexpected system crash – bug fix and maintenance – 3 days – Overall delay – 10 days – includes recovery of lost work – will not recur

TCS Verbal Ability Test : Answer 38

Dear Mr. Roy

The project “Payment processing system” was scheduled to be delivered on 15th of this month. However, due to an unexpected system crash in our offshore site for the past 3 days, work did not progress as expected. We need some time to find a bug fix and maintenance. Hence we are expecting an overall delay includes recovery of lost work in the delivery of the project for a maximum of 10 days. Apologies for the delay and we will ensure that the mistake will not recur in future again.

Thanks and Regards

XXX

Email writing example : 39

As a member of your residential society, write an email to municipal inspector of local station, Mr.Sharma, informing him about irregular water supply in your society. Sign the email as Durgaram.

residential area – 1500 residents – few days – water – supply – irregular – municipal employees – schedule – wait – whole day – constant – nuisance – action – immediately.

TCS Verbal Ability Test : Answer 39

Dear Mr.Sharma

We are the residents of Siddartha Nagar. We would like to bring to your notice that our colony comprises 1500 residents. From a few days water supply in our area is irregular. Which means municipal employees are not following any schedule for water supply. Due to this people have to wait whole day for water. This is creating a constant nuisance for all. So we would like to request you to take necessary action to curb these activities

Thanking you

Yours sincerely

Durgaram