**Module 1: Effective Communication**

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

**Task-1: Thank you Email**

Dear Mr. Hardik Patel,

Thank you for taking the time to talk with me about the Python Developer position.

It was a great experience, and I enjoyed learning more about your company.

I am very interested in this job and hope to work with your team.

Thank you again for the opportunity and your kind support.

Best regards,

Smit Mevada

**Task-2 : Reminder Email**

Dear Mr. Prakash,

I hope you are doing well.

I just wanted to kindly remind you about the Python test result you mentioned.

Please let me know if you need any more time.

Looking forward to hearing from you soon.

Thank you!

Best regards,

Smit Mevada

**Task-3 : Email of Inquiry for Requesting Information.**

Dear Ketu Maa’m

I hope you are doing well.

I am interested in your Soft skills course at TOPS Technologies. I would like to request more information about the course.

Could you please share the course duration, fees, topics covered, and batch timings?

This will help me plan better.

Looking forward to your reply.

Thank you!

Best regards,

Smit Mevada

**Task-4 : Asking for a Raise in Salary**

Subject: Request for Salary Increase

Dear Prakash Sir,

I hope you are fine.

I want to talk about my salary. I am working hard and doing my best in all my work. I always try to finish my tasks on time and help the team.

In the last few months, I have taken more work and learned new things. I like my job and want to grow more here.

Please let me know if we can meet to talk about this.

Thank you for your time.

Best regards,  
Smit Mevada

**Task – 5 : Email to Your Boss About a Problem (Requesting Help)**

Subject: Request for Help with a Problem

Dear Krunal Sir,

I hope you are doing well.

I want to tell you about a small problem I am facing at work. I am trying my best, but I need your help to solve it. I am not sure how to handle it alone.

If you have time, please guide me or let me know what I should do. Your help will make it easier for me to do the work better.

Thank you for your support.

Best regards,  
Smit Mevada