

Module 1: Effective Communication

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

1) Thank You Email

Subject: Heartfelt Thanks for Your Support in Python Learning

Dear Prashant Sir,

This is a note of sincere thanks for your consistent guidance and support throughout the Python sessions. Your clear explanations and practical examples made learning both easy and enjoyable.

Your teaching has truly strengthened my foundation in Python, and I'm grateful for the time and effort you invested.

Looking forward to learning more from you in the future.

Best regards,

Prakash Bokarvadiya

Student, Tops Technology

2) Email of Inquiry for Requesting Information

Subject: Request for Information Regarding Data Science Training Schedule

Dear Snehal Ma'am,

I hope this message finds you well.

I am writing to inquire about the training schedule for the upcoming Data Science Workshop. Kindly share the date, time, and venue details at your earliest convenience.

Thank you for your assistance.

Kind regards,

Prakash Bokarvadiya

IT Student

3) Email Asking for a Status Update

Subject: Request for Status Update on AI Voice Cloning Project

Dear Jigar,

I hope you're doing well. I am writing to kindly request an update on the current status of the AI Voice Cloning Project. Please let me know if there are any developments or if further input is required from my side.

Looking forward to your response.

Best regards,

Prakash Bokarvadiya

IT Student

4) Asking for a Raise in Salary

Subject: Request for Salary Review

Dear Mahesh Sir,

I hope you are doing well.

I am writing to formally request a review of my current salary, based on my consistent contributions to our Data Science projects and the responsibilities I have undertaken. Over time, I have gained hands-on experience, taken initiative in key tasks, and stayed committed to learning and delivering results.

I believe my performance reflects dedication and value to the team's progress. I would truly appreciate the opportunity to discuss this further at a time convenient to you.

Thank you very much for your time and consideration.

Sincerely,

Prakash Bokarvadiya

Data Science Trainee

5) Email to Your Boss About a Problem (Requesting Help)

Subject: Request for Your Support Regarding an Issue in AI Project

Dear Mahesh Sir,

I hope you are doing well.

I am currently facing some challenges in my AI project that I have been unable to resolve despite my best efforts. This issue is impacting my progress, and I sincerely need your guidance and support to overcome it.

Your expertise and help would mean a lot to me, and I am confident that with your assistance, I can move forward effectively.

Thank you very much for your understanding and support.

Sincerely,

Prakash Bokarvadiya

Data Science Trainee