Declaration of Academic Integrity

HW0288 Engineering Communication II

Assignment title: Email Writing

Student’s (official) name: TEY JING SHENG

Student’s (official) name: SHOON ZHEN YONG

Tutorial group number: EE16

Tutorial day/time: Tuesday 1130-1330

Tutor’s name: Professor Phyllis Chew

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| Declaration  I/we have read and understood the guidelines on academic integrity found at <http://bit.ly/1PMaL42> and the penalties for academic dishonesty (as stated in *General instructions*), and declare that this assignment is my own work and does not involve plagiarism or collusion according to the University’s honour code and pledge. Sources which I have included in my work have been appropriately referenced. I have also not submitted any part of this assignment for another course. | |
| Student’s signature: | Date: 7/11/2022 |
| Student’s signature: |  |

Note: The assignment will not be marked unless this form is completed and signed. Penalties will be imposed for late submission and plagiarism. Please refer to the *General Instructions* for details.

**Assignment 3**

To: Ravi, Head of Department, <[Ravi@GECH.com](mailto:Ravi@GECH.com)>

Cc: Mohammed Guris, Deputy Head of the Department, [<MohammedGuris@GECH.com>](mailto:MohammedGuris@GECH.com)

From: James Lim, Assistant Engineer (Quality Management Department) <[JamesLim@GECH.com](mailto:JamesLim@GECH.com)>

Date: 6th November 2022

Subject: SkillsFuture Course Recommendations for Quality Management Department

Dear Mr. Ravi,

I would like to begin by thanking you for appointing me to represent the Quality Management Department at the first committee meeting. With regards to your request, I would like to recommend three SkillsFuture courses which I have discussed with Mr. Mohammed Guris.

The following will be my suggestions on SkillsFuture courses that will help our employees in terms of innovation, technological and quality management aspects.

1. Productivity and Innovation course. This course helps employees to realize external and internal opportunities and apply creativity to introduce new ideas, processes, or products. Also, it prepares the employees to stay innovative which enables them to keep abreast of the demands of the changing society. With greater knowledge in productivity and innovation, employees will be better able to adapt to the expectations of our current and future customers.
2. TechSkills Accelerator (TeSA) course. This course aims to enhance training and placement opportunities for Information and Communication for Technology (ICT) across the economy, by facilitating the reskilling or upskilling of individuals to meet industry needs. This course will help to groom our employees with the right and advanced ICT skills. With the skills developed, our employees will be able to stay competitive in the engineering industry.
3. Quality System Management course. This course establishes a quality assurance policy and management system to ensure compliance with internal quality requirements, client expectations, international quality standards, and regulations. This course will help our department to improve quality systems, procedures, and policies. With better quality management, our products will be able to attract more customers.

I believe that these courses will keep the firm competitive and well prepare our employees for the future challenges. I hope my suggestions will be beneficial for the senior management to consider.

Thanks with regards,

James Lim

Assistant Engineer (Quality Management Department)

Total number of words including only subject title and message content (excluding “To, From, CC, Attachment, Date, Dear XX and Thanks with regards): *300 words*

References

Product and Innovation Course: <https://www.skillsfuture.gov.sg/-/media/SkillsFuture/Initiatives/Files/SF-for-Electronics/TSCs/37-Innovation-Management.pdf>

Techskill Accelerator Course:

<https://www.skillsfuture.gov.sg/tesa>

Quality Management Course: <https://www.skillsfuture.gov.sg/-/media/SkillsFuture/Initiatives/Files/SF-for-Engineering-Services/TSCs/PDF/Quality-System-Management.pdf>