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E-mail Writing Questions:

1. Using the following phrases, write an e-mail to client to invite him to the opening of new premises of your company using the following phrases, with a minimum of 50 words and a maximum of 100 words. , sign the email as Ananya. –

pleasure – expansion in call centre project – Tuesday – eight pm – Hilton downtown- dinner – meal constraint – support for making project successful – looking forward

2. Using the following phrases, write an e-mail with minimum of 50 words to the customer Mr Abhinav Banarjee explaining delay in delivery of parcel, sign the email as Pavan:

Delivery of shipment – schedule – 10th May (Friday) – fatal accident of container carrying shipments – reprocessing time - 3 days – Overall delay-7 days – will not recur

3. As a junior engineer at Gamma consulting Pvt. Ltd, write an email to your Project Manager, Mr Ranveer, informing about the progress that you are making and some difficulties that you are encountering. Sign the email as Biren.

Outline:

Thank – challenging – progress – tight schedule – support – opportunity to learn - report – analytics – guidance – access – doubt – requirements.

4. As a former professor, write an email to your Dean, Mr Malaviya, thanking him for smooth processing of retirement formalities. Sign the email as Praveen.

Outline:

Smooth – processing – grateful – help – punctual staff – values – gratitude – long service – good practices - professional – future.