

I'm not robot!



## AIDEN DAY

1 Main Street, New Cityland, CA 91010 IC: (555) 322-7337 [example-email@example.com](mailto:example-email@example.com)

Dear Mr. Statham,

As a highly skilled Marketer, I read your posting for a new Marketer with interest. My experience aligns well with the qualifications you are seeking at Statham Wines, in particular my role as Marketer at Sierra Nevada Equipment Company, and I am certain would make a valuable addition to your organization.

With more than 11 years experience as Marketer, I am adept in market analysis, strategy development, and marketing optimization. Moreover, while my on-the-job experience has afforded me a well-rounded skill set, including first-rate problem solving and decision-making abilities, excel at:

- Implementing and involving high-impact marketing strategies.
- Maintaining company social media and maximizing effectiveness.
- Conceptualizing project briefs and obtaining stakeholder buy-in.
- Designing and creating marketing collateral.

In addition to my experience and personal qualities, have a solid educational foundation and a passion for successful product and service marketing. I am extremely enthusiastic about Statham Wines focus on expansion into specialty wines and would welcome the opportunity to contribute to your business growth.

Please review my attached resume for additional details regarding my expertise and career achievements. I will follow up to request an appointment to discuss how my experience and background meets your needs.

Thank you for your time and consideration.

Sincerely,

Aiden Day

Your Street Address  
Your City, State ZIP  
0000

First and Last Name of the Person to whom you are writing  
Dear Street Address  
City, ST ZIP

Dear Mr. John, Full Name

You do not want to submit when you are using this form. This is the best format to use when you are writing a business letter. You need to identify yourself and the name you are writing about to the reader. Remember that the first rule of writing is to know your audience. It is important when you write your letter to your boss or client, identifying your relationship to them. Also, you have identified yourself. You must always be professional and polite in your writing. You do not want to be writing to your boss or client and they are not happy. Your letter needs to be clear, concise, and easy to read. Address them that way. Remember that your reader may have to read your letter. Address them that way. Remember that your reader may have to read your letter. Address them that way. Remember that your reader may have to read your letter. Address them that way.

Sincerely yours,  
A. Statham

### Business Email

Subject: New Offer on Office Furniture

Dear Mr. Miller,

As your business associate, it gives me great pleasure in informing you about the new offer we are giving on the Latest Office Furniture Series.

As our customer of many years, you can avail of this offer at a Special Discount of 20%. This offer is only valid for special customers like you and not across the board.

It gives us great pleasure to inform you that this latest series has been designed by our team keeping in mind comfort, style, and durability.

We request you to kindly order at the earliest, so that you can avail of the fabulous discount and also get an additional special gift from us.

Thanking You,

Sincerely,

Joseph Hunt

General Manager

Great Furniture Company

New Hampshire

# PROFESSIONAL EMAIL

Email messages are generally less formal than letters, but there are still certain expectations for appropriate and successful email communication with faculty, colleagues and other professionals.

## Critical points to remember:

- In academic email, de-emphasize the conversational aspect.
- Use of polite terms and apologies doesn't guarantee a polite tone; until you are experienced, have someone (preferably a native speaker) check it for you.
- Keep messages as concise as possible: leave out personal details.
- Do not send large attachments unless asked.
- Learn to recognize cues from the person you're writing to determine the level of formality.
- Use your university email account for academic and professional correspondence.

## Names

If you don't know a professor — Professor Jane Doe, for example — address her as "Professor Doe" (title + last name) until she writes back with a signature that gives you a clue to how you can address her. If she signs her response to you with "Jane Doe," you probably need to stay with a more formal approach and use "Professor Doe." If she writes back using "Jane," she can (and should) be addressed in the future as "Jane."

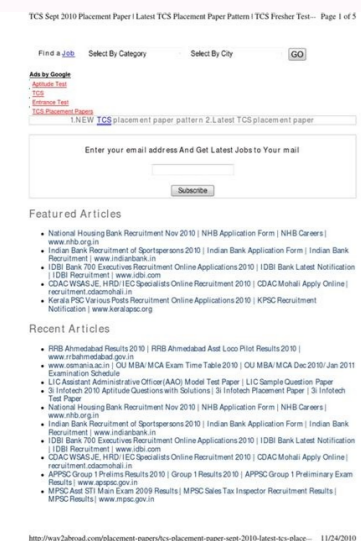
## Formality

We may speak using the words *gonna* and *wanna*, but we don't write them unless we are reporting speech or dialect. We also avoid most abbreviations, emoticons ("smileys"), exaggerated punctuation, and IM and text messaging shortcuts.

## Requests

It is important to be polite when you are asking someone to help you. Some suggested phrases:

- Would you be so kind as to...
- I hope you might be willing to...
- When convenient for you, could you please...
- I would be most grateful if you...



How to write technical email. What is email writing in interview. Email writing in tcs. What is email writing format.

Email Writing Practice Set 2 You are Aditya and you are a supplier. M/S Big Wheel Manufacturing Company is one of your clients. Write an email to Mr. Chopra, the manager of M/S Big Wheel Manufacturing Company reminding about the payment for already delivered products which is due for three months. Outline: On time - delivery of goods - three months - credit period - overdue - payment - of the earliest - longstanding - relationship Points to Remember: Besides the given phrases and outlines, you can also use your own to build the email content. But, please ensure that you make use of all the mentioned phrases. Maintain proper salutations in the beginning and in the end. Do not skip any of the given phrases or outlines. Read the question carefully and extract necessary details like signing and addressing information. Use this information ONLY if it is available in the question. If not, then you can use your own name with relevant designation. Please use Warm Regards and Warm Regards in the signature part. It is always advisable to use simple English with perfect grammar, punctuation and no spelling mistakes in TCS email topics. Similar to the TCS Email Writing Test, the time limit for Mock Test is 10 minutes. However, Practice set doesn't have a time limit. Please keep in mind the common grammar and punctuation rules and maintain proper words while constructing the sentences. You are a student representative. There is an event 'Technical Symposium' being organized in your college. Write a letter to Prof. Deb, the principal of Professional Engineering College, inviting their institution to take part in the technical event happening in your college. Outline: Invite - technical Symposium - previous - expecting - huge participation - latest technology - stalls - demos - interaction - complete - exchange ideas - exciting prizes Points to Remember: Besides the given phrases and outlines, you can also use your own to build the email content. But, please ensure that you make use of all the mentioned phrases. Maintain proper salutations in the beginning and in the end. Do not skip any of the given phrases or outlines. Read the question carefully and extract necessary details like signing and addressing information. Use this information ONLY if it is available in the question. If not, then you can use your own name with relevant designation. Please use Warm Regards and Warm Regards in the signature part. It is always advisable to use simple English with perfect grammar, punctuation and no spelling mistakes in TCS email topics. Similar to the TCS Email Writing Test, the time limit for Mock Test is 10 minutes. However, Practice set doesn't have a time limit. Please keep in mind the common grammar and punctuation rules and maintain proper words while constructing the sentences. You are a project manager and for some technical reasons, the project is getting delayed. Write an email to your customer Mr. Gill Roy, explaining the reason for the delay in work. Please use the below mentioned phrases and keep the word count to 70 or below. Outline: Payment processing system - Schedule - 10th May (Friday) - Unexpected power outage - 3 days - Overall delay - 7 days - includes recovery of lost work - will not recur Points to Remember: Besides the given phrases and outlines, you can also use your own to build the email content. But, please ensure that you make use of all the mentioned phrases. Maintain proper salutations in the beginning and in the end. Do not skip any of the given phrases or outlines. Read the question carefully and extract necessary details like signing and addressing information. 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Outline: Inform - retire - plan - surprise - party - host - family - exceptional teacher - guide - mentor - groom - students - helpful - together - memorable Points to Remember: Besides the given phrases and outlines, you can also use your own to build the email content. But, please ensure that you make use of all the mentioned phrases. Maintain proper salutations in the beginning and in the end. Do not skip any of the given phrases or outlines. Read the question carefully and extract necessary details like signing and addressing information. Use this information ONLY if it is available in the question. If not, then you can use your own name with relevant designation. Please use Warm Regards and Warm Regards in the signature part. It is always advisable to use simple English with perfect grammar, punctuation and no spelling mistakes in TCS email topics. Similar to the TCS Email Writing Test, the time limit for Mock Test is 10 minutes. However, Practice set doesn't have a time limit. Please keep in mind the common grammar and punctuation rules and maintain proper words while constructing the sentences. You are living in a residential society. Write an email with a minimum of 70 words and a maximum of 100 words using the following phrases to Mr. Sharma, your municipal inspector, complaining about the irregular water supply in your society. Sign the email as Durga. Outline: Residential area - 1500 residents - few days - water - supply - irregular - municipal employees - schedule - wait - whole day - constant - nuisance - action - immediately Points to Remember: Besides the given phrases and outlines, you can also use your own to build the email content. But, please ensure that you make use of all the mentioned phrases. Maintain proper salutations in the beginning and in the end. Do not skip any of the given phrases or outlines. Read the question carefully and extract necessary details like signing and addressing information. Use this information ONLY if it is available in the question. If not, then you can use your own name with relevant designation. Please use Warm Regards and Warm Regards in the signature part. It is always advisable to use simple English with perfect grammar, punctuation and no spelling mistakes in TCS email topics. Similar to the TCS Email Writing Test, the time limit for Mock Test is 10 minutes. However, Practice set doesn't have a time limit. Please keep in mind the common grammar and punctuation rules and maintain proper words while constructing the sentences. You are Mr. Naman and you recently bought a laptop from Smart Appliance Company. Write an email to Mr. Arun, the manager of Smart Appliance Company, explaining the poor quality of service offered to you in the city. Please use the below phrases and write the email in about 100 words only. Outline: Very few - service centers - complaints - pending problems - maintenance - cost - time - delivery - increase - customer satisfaction Points to Remember: Besides the given phrases and outlines, you can also use your own to build the email content. But, please ensure that you make use of all the mentioned phrases. Maintain proper salutations in the beginning and in the end. Do not skip any of the given phrases or outlines. Read the question carefully and extract necessary details like signing and addressing information. Use this information ONLY if it is available in the question. If not, then you can use your own name with relevant designation. Please use Warm Regards and Warm Regards in the signature part. It is always advisable to use simple English with perfect grammar, punctuation and no spelling mistakes in TCS email topics. Similar to the TCS Email Writing Test, the time limit for Mock Test is 10 minutes. However, Practice set doesn't have a time limit. Please keep in mind the common grammar and punctuation rules and maintain proper words while constructing the sentences. You have recently attended a job interview in ABC company. Write an email to Mr. Jagdeesh, HR Head of ABC company expressing your gratitude for interviewing you and share your experience. Please use the below mentioned phrases while writing the mail. Sign the email as Anita. Outline: Thank you - time and consideration - extended - interview with you yesterday - opportunity - my experience - my future - goals - hearing from you - wish to thank - courtesy Points to Remember: Besides the given phrases and outlines, you can also use your own to build the email content. But, please ensure that you make use of all the mentioned phrases. Maintain proper salutations in the beginning and in the end. Do not skip any of the given phrases or outlines. Read the question carefully and extract necessary details like signing and addressing information. Use this information ONLY if it is available in the question. If not, then you can use your own name with relevant designation. Please use Warm Regards and Warm Regards in the signature part. It is always advisable to use simple English with perfect grammar, punctuation and no spelling mistakes in TCS email topics. Similar to the TCS Email Writing Test, the time limit for Mock Test is 10 minutes. However, Practice set doesn't have a time limit. Please keep in mind the common grammar and punctuation rules and maintain proper words while constructing the sentences. You are William, living in a residential society. Write an email addressing the inspector of local police station, Mr. Sharma, complaining about the miscreants creating nuisance with their rash bike riding every evening outside your society. Outline: Residential area - ride - rashly - children - play - elderly - walk - grocery shop - across the road - dangerous - accidents - nuisance - action - immediately Points to Remember: Besides the given phrases and outlines, you can also use your own to build the email content. But, please ensure that you make use of all the mentioned phrases. Maintain proper salutations in the beginning and in the end. Do not skip any of the given phrases or outlines. Read the question carefully and extract necessary details like signing and addressing information. Use this information ONLY if it is available in the question. If not, then you can use your own name with relevant designation. Please use Warm Regards and Warm Regards in the signature part. It is always advisable to use simple English with perfect grammar, punctuation and no spelling mistakes in TCS email topics. Similar to the TCS Email Writing Test, the time limit for Mock Test is 10 minutes. 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