

Directions:

1. Use all the phrases given
2. Minimum words should be 50 otherwise your email cannot be validated
3. Addressing and signing should be done as in the question given.
4. Common grammatical rules, punctuation should be according to Standard English.
5. You can use your own phrases along with the phrases given.

1) Write an e-mail to your client explaining that there will be a delay in you project.

inform – project delivery- delayed- key team member- sick-food poisoning- last minute- unexpected trying – substitute- required skill set- lost time- delay of one week- apologies

Dear customer,

This is to inform you that the project delivery will be delayed as a key team member is sick due to food poisoning. It was much unexpected and we are trying to substitute another employee with required skill set that is difficult in last minute. So, due to the lost time there could be a delay of one week in project delivery.

Sincere apologies.

Regards

Xxxxxx

2) Write an e-mail to your boss using the below stated lines:

Learnt that boss is taking up a new project- planned for investment of millions of dollars in IT unfortunately plan will not work- competitor has similar project- this project was a failure- no demand in the market- hence should stop this idea immediately.

Sir,

I have learnt that you are taking up a new project and planned for investment of millions of dollars in it. Unfortunately, the plan will not work since our competitor has a similar project. Moreover, this project was a failure and there is no demand in the market. Hence, it is better you should stop this idea immediately.

Thanks & regards,

Xxxxxxxx

3) Write an email to your HR head, recommending a friend for a vacant post.

Recommending—my friend Mark—vacant post—Programmer Analyst—degree—work experience— pleasant person—good addition—team—resume

Sir,

I, hereby, am recommending my friend mark to the vacant post of Programmer Analyst. He has a degree in computer science engineering and work experience as system analyst for 2 years. Moreover, He is very pleasant person with good communication skills. And he will definitely become a good addition to our team. Hence, I am forwarding his resume to you.



Thanks & Regards,

XXXXXXXXXXXXXX.

4) Write an e-mail to your boss on the following lines:

Heard – new training program -latest technology- useful – my career- want to be included- participate keenly- learn and implement- benefit of the company

Sir,

I heard that our company is going to conduct a new training program under your supervision. I want to be included in the trainees list as it will be useful to my career. I wish to participate keenly and learn the latest technology and implement to the benefit of the company.

Thanks & Regards,

Xxxxxxxx

5) You are the director of a Pharma company. Write an e-mail to your office manager asking them to make arrangements for a foreign delegation visit.

Foreign delegation- visiting – arrive – Wednesday morning- visit head office-also factories- keep premises clean- interaction-employees – compulsory attendance-dress in formals- evening – sightseeing – food arrangements- taste in mind

Mr. Manager,

We are expecting foreign delegates to be visiting our company. They arrive on Wednesday morning. Plan a schedule arranging their visit to head office first and also our factories. In addition, inform the cleaning staff to keep the premises clean. And they are also keen to have interaction with employees. So, order compulsory attendance and ask all of them to dress in formals. Finally, in the evening arrange for sightseeing and make food arrangements keeping their taste in mind.

Regards,

XXXXXXXXXX

6) You are sending some plans for review to the client. Write an e-mail to him Sending plans –

Project “dream code”- technical and functional details- not final – detailed review – suggestions- improvement- 2 weeks time- incorporate- revised proposal-NNAL SIGNOO.

Dear customer

Here I’m sending you plans with all technical and functional details required for the implementation of your project “Dream code”. This plan is not final. If you have any suggestions for the improvement of the plans please forward to me within 2 weeks. So that, we can incorporate all the requirements of the project for detailed review and send you a revised proposal with a final signal.

Thanks & Regards

Xxxxxx



TCS Email writing sample questions

7) New Floor manager has been appointed. As manager of the department, write an e-mail to all staff explaining about this.

Floor manager-appointed- start work next Monday- comes with 10 years of work experience-good track record-top companies- Indian and International- good addition – team-welcome

Dear staff,

It is to bring to your notice that a new Floor manager has been appointed. He will start working from next Monday .He comes with 10 years of work experience in top companies. Moreover, he has good track record. Therefore, he would be a good addition to your team. Let's welcome him warmly.

Regards,

Xxxxxxx.

8) You're e-mailing a client with product information after they telephoned you with an enquiry.

Launched vacuum cleaner "EEGA" recently- innovative- huge market share- excellent after sales services- arrange demo- discount on bulk orders

Dear Client,

On receiving your request, we are providing you the full details of our product- Vacuum Cleaner EEGA, launched recently. It has innovative features with automation.. Moreover, it has a huge market share and got excellent after sales services. For the convenience of our customers, we arrange demos. In addition, we provide reasonable discount on bulk orders.

Thanks & Regards

xxxxxxxxx.

9) Write an e-mail to the manager of a company called ITEX, Complaining about a delivery service.

bought a product-didn't work-called customer care-put me through automated tele services-on hold for 19 minutes-got disconnected-wrote an e-mail-reply- sort out-2 days- problem still unresolved

Mr. Manager,

I have bought a product from your company. After 2 days as it didn't work, I called customer care who, then put me through automated tele services. I was put on hold for 19 minutes, after that the call got disconnected. So, I wrote an e-mail and waited for a reply. They sorted out the problem and responded after 2 days. But the problem is still unresolved.

Thanks & Regards

xxxxxx.

10) Write an email to your team member appreciating his hard work which resulted in a completion of your team project on time.

CRM project-this week delivery-unexpected server crash-late for delivery-emergency-mode action plan executed-team hard work-late night-delivered service-on time-clients pleased-quality.

Dear team member

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TCS Email writing sample questions

In designing of the CRM project, which is on this week delivery list we had suffered an unexpected server crash. And it resulted in late for delivery, resulting in emergency. But, you played a key role in recovering the lost work by executing mode action plan. Working late nights, the team hard work has delivered service on time with expected quality. Finally clients were pleased. Hope you guys continue the same in future.

Regards,

Xxxxxxxxxx,

11) You are the project leader for a team of 20 members. As the team members are not submitting the weekly time sheets regularly, you need to email them stressing the need to submit without fail. Using the following phrases, write an email with a minimum of 70 words and a maximum of 100 words to your team members informing the same.

can be accessed online-lead to loss of pay-every week-do not default-used to bill client-actual working hours-by Friday-failure to adhere-time sheet Filling application.

Dear All,

Filling up time sheets is the only way, to measure your hard work. By this, the actual working hours of each one of you, at the end of every week can be counted. And it is used to bill you all to the client, which is directly linked to your monthly salary. It leads to loss of pay for any particular day, for which time sheet is not filled. Please adhere to the company guidelines & fill the same on daily basis or at least weekly basis. Time sheet filling application can be accessed online in our intranet portal.

Regards

Project Lead

xxxx

12) You are a part of corporate communication team in your company. The working time period is revised as 8:30 am to 5:00pm. Using the following phrases, write an email with a minimum of 70 words and a maximum of 100 words to the employees in your company

informing the same by 30 minutes to avoid traffic – effect from next week – lunch duration – revise working time – reduced by 10 minutes – free breakfast – office will start earlier – till the end of rainy season – will be in effect

Dear All,

We hereby announce a change in the work timings as 8.30 AM to 5.00 PM, will be in effect from next week, till the end of rainy season Which means, office hours would start earlier by 30 minutes to avoid traffic during peak hours in monsoons. Also, revised working time includes reduction of lunch duration by 10 minutes & timings of free breakfast are now applicable from 7.30 AM to 8.30 AM only. Please adhere to the new timings. Have a nice day

Regards Lead –

Corporate Communications

13) As your company is doing good business and expanding, your company is relocating it's office to a new address. Using the following phrases, write an email with a minimum of 70 words maximum of 100 words to your customer informing the change in address.

near outer ring road – shifting to – bigger office space – November 10 – change in telephone number – new address is provided below – fourth Floor – Cesina Business Park

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TCS Email writing sample questions

Dear All,

We are happy to announce that we are shifting to a much spacious office from November 10th onwards. It is indeed a great sign of our ever growing business & our increasing clientele. Hence, for a better productivity results, our management has taken a decision of increasing the team size & allocate us a much more spacious facility with all the modern state of art amenities. Please also make a note of new telephone number (reception number)-xxx-xxxxxxx. Our new address is provided below- Fourth Floor, Cesina Business Park, Near Outer Ring Road, and Bangalore. Lets us all make the most use of the resources available in the said new office to serve our clients better.

Thanks & Regards

XXXXXXXXXXXX

14) Using the following phrases, write an email with a minimum of 70 words and a maximum of 100 words to your parents describing the experience related to your First campus interview.

80 minutes – tensed – formal shirt – negative marking – polish – write a program – early in the morning – written test – four member panel – explain – offer – very happy

Dear Parents,

I'm very happy to share my First interview experience with you. Firstly, I started early in the morning to reach the interview place within time, wearing a formal shirt and polished shoes. First phase is written test for 80 minutes duration. Since, it has negative marking; I attempted carefully and got qualified. And next is technical round with four member panel but individual interview. At first, I was bit tensed. Initially, they asked me write a program on factorial implementation. I wrote and explained to them. Similarly, I attempted all other questions they offered confidently and waiting for the result. Take care of yourselves

Regards

XXXXXXXXXXXX.

15) Using the following phrases, write an email with a minimum of 70 words to a company requesting them to sponsor your college cultural festival.

reputed institute – 10 days – 200 college – sparkling performance – extravaganza – sponsor the event – request appointment – brochure attached

Dear Sir,

I'm representative of cultural department from XXX College, a reputed institute. We are planning to have a cultural festival for 10 days and inviting 200 colleges. There would be sparkling performances and the program would be a extravaganza. I wish it would be helpful if you sponsor the event on behalf of your company. The pdf file of brochure is attached to this mail. So, I request an appointment to meet you.

Thanks & Regards

XXXXXXXXXXXX,

Department Head.

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TCS Email writing sample questions

16) Using the following phrases, write an email with a minimum of 70 words to your final year project guide explaining the delay in the project submission.

submission date – foreign edition books – Schedule – 10th June – laptop crash – delay in printing – overall status – 9 days – approve the extension – shortage of money

Dear Sir,

Due to unexpected laptop crash, I lost the soft copies of foreign edition books which are used for documentation of my project. Moreover, I'm suffering with shortage of money right now. The actual submission date is 10 June, but there will be a delay in recovering all the lost work and printing documentation. So, overall status backup need 9 days i.e., up to 19 June. Please approve the extension. Thanks

Xxxxxxxxxx

17) As a member of your residential society, write an email to inspector of local Police station, Mr. Sharma, informing him about miscreants who ride their bikes rashly every evening outside your society. Sign the email as William.

residential area - ride - rashly - children - play - elderly - walk - grocery shop - across the road - dangerous - accidents - nuisance - action - immediately.

Dear Mr. Sharma

We are the residents of Siddhartha Nagar. We would like to bring to your notice that a few guys are riding their bikes very rashly in the evening hours in the main road of the colony. As you know that this is the time when children play on the road and elderly go for an evening walk. Also there is a grocery shop across the road and many housewives used to cross the road to buy any groceries. In the recent times we observed that due to this rash driving many accidents were happened and several injured. This is creating a constant nuisance for all. So we would like to request you to take necessary action to curb these activities

Thanking you

Yours sincerely

William

18) As a recent buyer of their car, write an email to the Manager of Smart Automative company, Mr.Ahmed, regarding the poor quality of service facility available in the city. Sign the email as Chopra.

very few - service centers - complaints - pending problems - maintenance - cost - time - delivery - increase - customer satisfaction

Dear Mr. Ahmed

I recently bought Fiat palio from "Sridhar Fiat show room" in Nagole. Recently I faced small problem with car AC and bought the car for maintenance. But to my utter surprise, the showroom staff told me that service is not available in their showroom and they asked me to take the car to near by service center. I found that there are very few service centers available compared to sales showrooms, and there are many complaints regarding this. This in turn is causing many pending problems and increased maintenance cost, time and delivery time. I would like to suggest you that if more service centers are opened in the city, customer satisfaction also goes up which finally converts into more sales.

Thanks and Regards

Chopra

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TCS Email writing sample questions

19) As a former student, write an email to your professor, Mr. Matt, thanking her for teaching and guidance that contributed to your overall development. Sign the email as peter.

Successful - Placed - grateful - help - advice - grooming - values - shaping my future - sincere - professional

Dear Mr.Matt

I am very happy to tell you that I got successful in the recently conducted campus placement drive at my college. I am placed with TCS. I am extremely grateful for your help regarding my preparation. More over your advice regarding personality development helped for my personal grooming. In addition to that, your style of teaching inculcates not only those skills related to professional success but also for developing values which I believe helps for shaping my career. Once again I would like to thanks for your sincere and professional help.

with warm regards

Peter.

20) As an intern at ABC consulting Pvt.Ltd, write an email to your internship Project Manager, Mr.Ramesh, informing about the progress that you are making and some difficulties that your are encountering. Sign the email as Ben.

Thank - challenging - progress - tight schedule - support - report - analytics - guidance - access - doubt - requirements - design.

Mr. Ramesh

Thank you for allotting a challenging project for my internship. I am making steady progress and learning many new things. The project is due next month and we are on tight schedule. I need some additional support with regard to the reporting of Analytics. Your guidance helped me access the database with ease but I have several doubts regard to the requirements of the design. But I am facing little problem in reporting.

Thanks and regards

Ben

21) You are Navin, working in an organization that works with overseas clients. There is a call scheduled for March 27 with the client leader German national living in Berlin. Suddenly you realize that March 27th is Holi. None of your team members would be coming to office (in India) that day. You realize that you need to reschedule the call. You are a little busy so you send an email to the German client in Berlin. Write the email using following phrases.

Cancel-meeting-March 27th - Holi- national holiday - reschedule – response – email – apologize – inconvenience - date

Dear Sir,

We request you to cancel the meeting to be held on March 27th and approve a new date. We apologize for the inconvenience caused to you. The meeting to be held on March 27th needs to be rescheduled due to the festival of Holi - a national holiday in India. Please let us know your preferred date to reschedule the meeting. We will start the process of rescheduling on your response to this email.

Regards,

Navin

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22) Consider the following example and I shall answer one way to deal with this particular example. Using the following phrases, write an email with minimum of 70 words to the customer Mr. Gill Roy explaining delay to the project.

Payment processing system – Schedule – 10th May (Friday) – Unexpected power outage – 3 days – Overall delay – 7 days – includes recovery of lost work – will not recur

Dear Gill,

The project “Payment processing system” was scheduled to be delivered on 10thMay (Friday). However, due to an unexpected power outage in offshore site for past 3 days we lost few of our works for which we don’t have backup too. Hence we are expecting an overall delay in the delivery for a maximum of 7 days within which the team will work on the issues and everything will be sorted out. Apologies for the delay and we will ensure that the mistake will not recur in future again.

Regards

Vignesh

ASSIGNMENT

- 1) Write an email to airport authorities informing about loss of your luggage in transit using the following phrases.

Recently – Hyd – Delhi – flight number - luggage consisted – checked in – baggage tag number- spoke to customer care- 4 days – reported - no information – unprofessional – irreplaceable items.

- 2) Write an email to the admissions department of XXXX University requesting them to consider your candidature with a fee waiver for a certain course at their University.

Writing – request – interested in a course – apply – renowned university - currently pursuing – aggregate – accepted qualification – skills - appreciate – further information – on campus – fee waiver – international student.