

CS Email writing latest Questions - 2

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.

Question : 1

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.

Sample Answer:

Dear Mr.Sharma

We are the residents of Siddartha 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 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

Question 2:

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.

Outline:

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

Question 3:

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.

Outline:

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.

Question 4:

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.

Outline:

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

Dear 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