

TCS email writing questions with answers - 3

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 resident, write an email to the Municipal commissioner of your city, Mr.Ashok, reporting nuisance of a building under construction beside your place. Sign the email as Kumar.

building - construction - long time - three years - water usage - mosquitoes - unhygienic - construction workers - bad behaviour - attention -request - action - immediately

Suggested Answer:

Dear Mr.Ashok

I am a resident of Indira Nagar. I would like to bring to your kind notice that M/S abc constructions limited has started a building construction in our locality. For the last three years the work has been progressing very slow and lot of water is being used indiscriminately by the company. Due to unhygienic conditions created by the construction, mosquitos, pigs are growing fast in this locality. In addition to this, most of the ladies and young women are reporting the construction workers bad behaviour. I request you to pay attention to this problem and take action immediately.

Thanks and Regards

Kumar

Question : 2

As a student representative of your department, write an email to your batch mates, suggesting a party for Head of Department Prof.Sunil who is retiring next month. Sign the email as Sam.

inform - retire - plan - surprise - party - host - family - exceptional teacher - guide - mentor - groom - students - helpful - together - memorable

Suggested answer:

Hi all

I would like to inform you that our Head of Department Prof.Sunil is goint to retire next month. We all know that Prof.Sunil is an an exceptional teacher and guided us in many typical situations during our project time. In addition to that, he mentored and groomed many of our seniors to grow into leadership positions. For his helpful

contributions, we will host a small party to surprise him. We also invite his family. Please inform all the students and together we make it successful and this will be memorable for us forever.

Thanks and regards

Sam

Question : 3

As a student representative of your college, write an email to the Principal of Professional Engineering College, Prof. Deb Chatterjee, inviting his institute to participate in the Technical symposium being organized in your college.

Sign the email as Sam.

Invite - technical Symposium - previous - success - expecting - huge participation - latest technology - stalls - demos - interaction - topics - complete - exchange ideas - exciting prizes.

Sample Answer:

Dear prof. Chatterjee,

I would like to inform you that we are going to organize a technical symposium on fourth Sunday of this month.

Many eminent personalities from industry and academia are going to participate in this event. Looking at the previous year success of the event, we are expecting huge participation this year. In this event the students shall get to know about the latest technologies. Many eminent vendors are setting up their stalls to give demos about their products. In the symposium, there will be some topics for interaction. Various competitions are being held as a part of the symposium. It is a wonderful opportunity to exchange ideas and win exciting prizes.

Thanks and regards

Sam

Question : 4

As a supplier, write an email to the manager of M/S Big wheel Manufacturing Company, Mr. Chopra, intimating of their payment that is due for the products delivered to them three months ago. Sign the email as Ramesh

On time - delivery of goods - three months - credit period - overdue - payment - of the earliest - longstanding - relationship

Sample Answer:

Hi Mr. Chopra

You are a valuable customer of our company for a very long time and we appreciate your business. And you always make payments on time. But recently, we observed that we have not received payment for the delivery of goods we made on 15th May this year. Three months credit period was also over and payment is over due. I request you to make payment for the above goods delivered of the earliest. We are looking forward for a longstanding relationship with your company.

Thanks and regards

Ramesh