

TCS Email writing latest Questions

The test taker will be asked to frame a paragraph of 70-100 words using some words / phrases of words given as the question. The Online Test engine of TouchStone will automatically assess the Essay/ business letter / Paragraph written by the test taker in-terms of Grammatical correctness and effective utilization of words.

The result is Yes / No, so based on the correctness of Essay in terms of Grammar and utilization of all given words/phrases, the test taker will either be selected or rejected in the Test.

10 GOOD OPENING LINES

We need an opening line in a business letter or professional email:
to make reference to previous correspondence; to say how we found the recipient's name/address; to say why we are writing to the recipient.

- With reference to your letter of 8 June, I
- I am writing to inquire about
- After having seen your advertisement in ... , I would like
- After having received your address from ... , I
- I received your address from ... and would like
- We/I recently wrote to you about
- Thank you for your letter of 8 May.
- Thank you for your letter regarding
- Thank you for your letter/e-mail about
- In reply to your letter of 8 May,

10 GOOD CLOSING LINES

We need a closing line in a business letter or email:
to make a reference to a future event; to repeat an apology; to offer help

- If you require any further information, feel free to contact me.
- I look forward to your reply.
- I look forward to hearing from you.
- I look forward to seeing you.
- Please advise as necessary.
- We look forward to a successful working relationship in the future.
- Should you need any further information, please do not hesitate to contact me.
- Once again, I apologize for any inconvenience.
- We hope that we may continue to rely on your valued custom.
- I would appreciate your immediate attention to this matter.

'YOURS FAITHFULLY' OR 'YOURS SINCERELY' IN A BUSINESS LETTER?

When the recipient's name is unknown to you:

- Dear Sir ... Yours faithfully
- Dear Madam ... Yours faithfully
- Dear Sir or Madam ... Yours faithfully

When you know the recipient's name:

- Dear Mr. Hanson ... Yours sincerely
- Dear Mrs. Hanson ... Yours sincerely
- Dear Miss Hanson ... Yours sincerely

- Dear Ms Hanson ... Yours sincerely
When addressing a good friend or colleague:
- Dear Jack ... Best wishes/Best regards
Addressing whole departments:
- Dear Sirs ... Yours faithfully

Tips:

1. **Keep it simple. Its not a test of your flashy english, so keep it simple and write correct english in terms of grammar.**
2. **Adhere to word limit. Minimum and maximum (if given) should be considered. Not adhering to word limit may disqualify you.**
3. **Starting of email and ending of email (salutations should be correctly used).**
4. **Do not forget to use the names (if given) in the email.**
5. **Language should be strictly formal.**

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.

Outline:

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

Question 2:

As a recent buyer of their car, write an email to the Manager of Smart Automotive 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

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

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.

Question 5: Using the following phrases, write an email with minimum of 70 words to the customer Mr. Gill Roy explaining delay to the project.

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

Question 6: You are a part of corporate communication team in your company. The working time period is revised as 8:30 am to 5:00 pm. 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.

Outline:

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

Question 7: 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 and a maximum of 100 words to your customer informing the change in address.

Outline:

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.

Question 8: 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.

Outline:

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.