

Ramatoulie Baldeh

2022866

Communicating Using Email / Send Emails in the workplace.

To officially confirm my successful completion of the Communicating Using Email course as part of the UWTSD Digi Centre program. As per your instructions, I have attached the required evidence of my accomplishment, including screenshots and a summary of my learning.

Enclosed, you'll find screenshots showcasing proficiency in key skills acquired during the course:

1. **Creating a Google Account:** Successfully set up and managed a Google account for personalized email usage.
2. **Adding a Recipient:** Demonstrated the ability to add recipients accurately, recognizing the importance of precise communication.
3. **Setting Subject Lines:** Effectively set subject lines to enhance email clarity and convey the purpose of the communication.
4. **Replying to Emails:** Mastered the art of composing replies in a clear and concise manner.
5. **Keeping Track:** Implemented strategies to efficiently organize and keep track of email correspondence.
6. **Sending Attachments:** Successfully attached and sent files as part of email communication.
7. **Advanced Email Formatting:** Enhancing email formatting for a professional and visually appealing appearance.

Exploring advanced formatting options, such as tables, embedded media, and signature

Summary of Learning:

and personalized email interactions.

Precision in Communication: Accurately added recipients and set subject lines to enhance
This course has equipped me with practical skills essential for professional email communication:

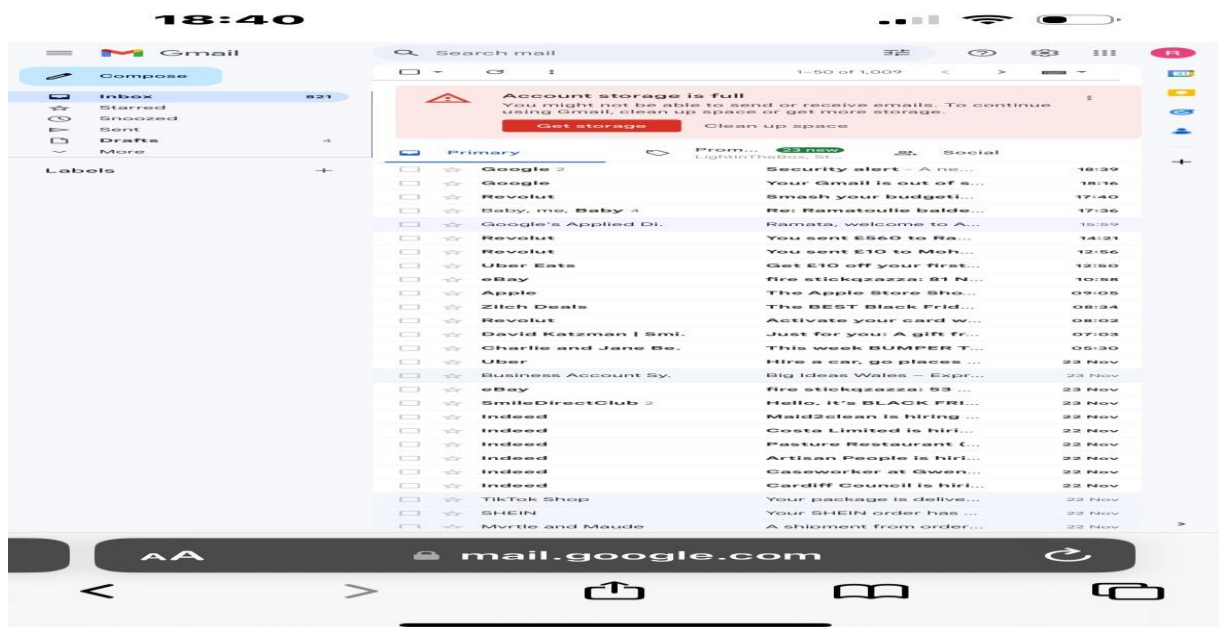
Google Account Mastery: Proficient in creating and managing a Google account for secure the effectiveness of email messages.

Efficient Response: Responded to emails with clarity and conciseness, ensuring effective communication.

Organization and Tracking: Applied strategies to efficiently organize and keep track of email correspondence.

File Attachment Proficiency: Demonstrated the ability to attach and send files, enhancing the communicative power of emails.

1 Sign in google Gmail.



step 2: compose a email.

adding a recipient, setting a subject line

writing a professional email to my supervisor request time of work.

19:27



Request for Time Off - Medical Appointment

Inbox



me 19:22



to 2022866, ramatanaldehy2002 ✓

Dear Thomas ,

I hope this message finds you well. I am writing to inform you that I have a scheduled appointment with my midwife on 27 at 9:00 am. In light of this, I would like to request time off from work for the duration of the appointment.

I have taken steps to ensure that my responsibilities are covered during my absence.

I understand the importance of my duties and will make every effort to complete any pending tasks beforehand. I appreciate your understanding and support regarding this matter.

If you require any additional information or if there are specific procedures to follow for such requests, please let me know. I am happy to provide any necessary documentation.

Thank you for your understanding

Best regards,
Ramatoulie baldeh
Project assistance



Mail Delivery Subsystem 19:22



to me ✓

19:49



Best regards,
Ramatoulie baldeh
Project assistance



You
To Ramata Balde, +1

19:48



Dear Ramatoulie ,
Thank you for bringing this to my attention. I appreciate your proactive approach in informing me about your scheduled appointment with the midwife.
Your request for time off [on 27 December 9:00](#) is approved. Please ensure that you complete any pending tasks and communicate with colleague regarding coverage during your absence.

If you need any further assistance or have additional details to share, feel free to reach out.

Take care and best wishes for your appointment.

Best regards,

Ramatoulie baldeh
Sent from [Outlook for iOS](#)



Reply options



Email



Calendar

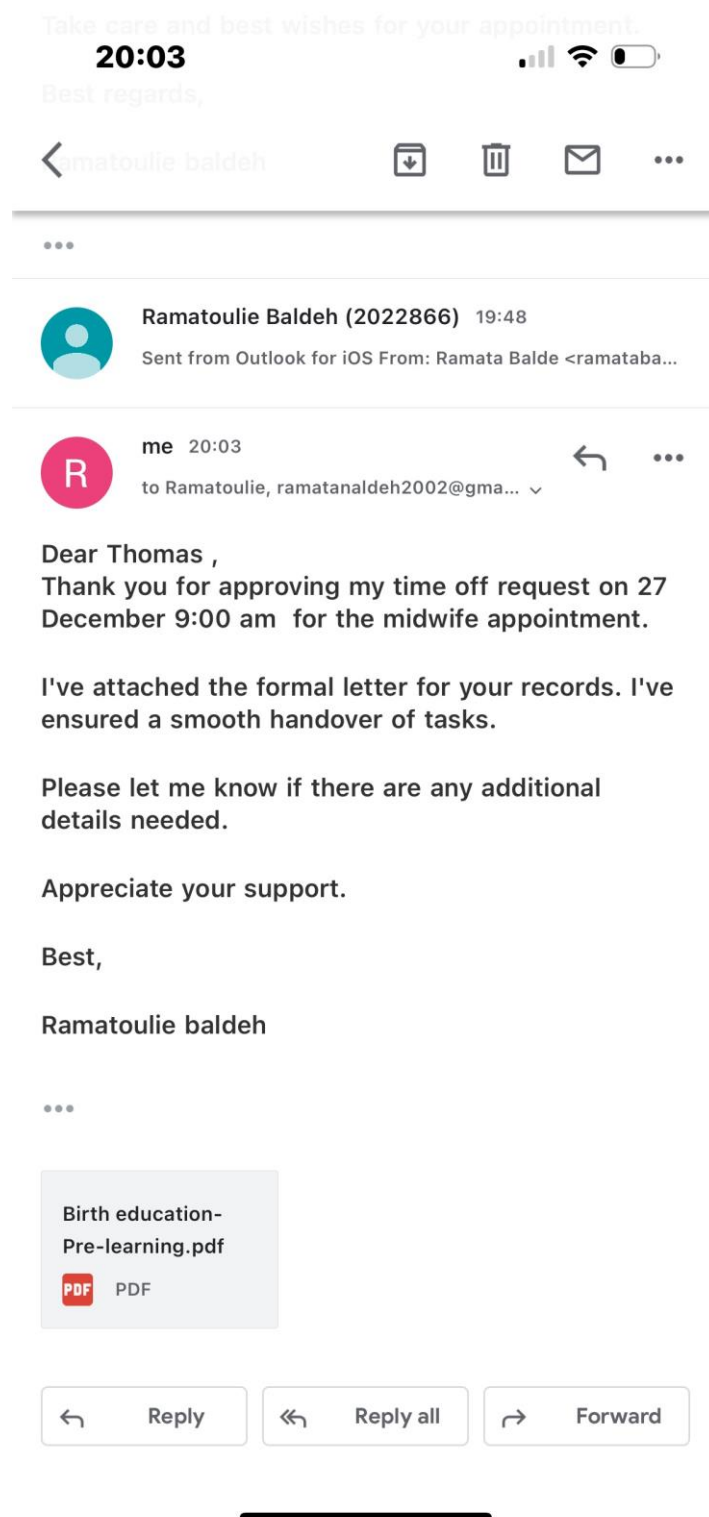


Feed



Apps

Replying with an attachment including.



Keep my emails on track Priority Inbox:

I Set up Gmail's Priority Inbox to automatically sort your emails into important, unread, and starred categories. This helps me focus on critical messages first.

20:12



5



ALL INBOXES



me

20:03

Screenshot 2023-11-24 at 20.03.44



Screenshot 2023...



me

19:50

Screenshot 2023-11-24 at 19.49.55



Screenshot 2023...



me, Mail, Ramatoulie 5

19:48

Request for Time Off - Medical Appointment

Dear Thomas , Thank you for approving my ti...



Birth education-...



me

19:28

Screenshot 2023-11-24 at 19.27.33

Sent from my iPhone



Screenshot 2023...



me, Mail

18:41

(no subject)

Address not found Your message wasn't deli...



IMG_1640.jpg



Google 2

18:39

Security alert for ramatabaldehy2002@g...

This is a copy of a security alert sent to rama...



Google 2

18:39

Conclusion:

In wrapping up the Communicating Using Gmail course, I've acquired a comprehensive set of skills to transform my email communication. From efficient organization through labels and filters to mastering time with Priority Inbox, this course has been instrumental in elevating my Gmail proficiency. The strategic use of automation, keyboard shortcuts, and mobile management has not only enhanced my productivity but has also streamlined my approach to email etiquette. As I move forward, I'm confident that these newfound capabilities will not only optimize my professional communication but also contribute to a more organized and responsive email experience.