Write a Clear Workplace Email

Adult learners | Writing and communication | Developing

Learner: _____ Date: _____

Plan a concise email with context, one clear request, and a useful subject line.

SPECIFIC SUBJECT LINE

CONTEXT THE READER NEEDS

QUESTION OR REQUEST

DEADLINE, NEXT STEP, AND COURTEOUS CLOSE

Grown-up note: Keep private information limited to what the recipient needs. Reread the recipient, tone, dates, and attachments before sending.

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