



For use with Activity 6 – Email Efficiency and Etiquette

Read each of the following emails. List or circle the reason(s) why each email needs to be revised. If the revision is in the actual text, write the revised version below the original. There may be more than one problem in any of the examples.

Keyung, dude.
I have a ?4U. Can you send the data on trouble tickets for Jan. 2020? I will be OOO until 2, but need that today. LMK when you have the 411.
Julio

*Dear Jamal,
Please be sure to get the videos for Mandelorian Corp. and Baggins Bookstore ready by Friday. The clients are scheduled to be here on Monday for a preview.
Thanks for your hard work,
Samantha*

Dear Annalise,
WHAT WERE YOU THINKING? You are an IDIOT! How could you agree to those changes without checking with ME? Of all the STUPID things you have done this is the WURST. We have a meeting at 1:00 today. You better be there and be preprepared to feel my RATH!
Q

Good morning, Monte.
Please send me any documentation of behavior problems that you have for Clarissa Jones. The Special Ed team will be meeting with her parents, tomorrow. I am going to hit a bunch of garage sales on Saturday. Want to come along? We could have lunch at the Espresso Café.
Hope you can join me,
Karina

Yo, Skate-Man
Wasn't the supervisor a complete jerk? Just because I leave a little early, he is on my case. Blah, blah, blah. So, I guess I better stay until 5:00. Can we meet at 4:00 to discuss the schedule for next month?
Sebastian

Email Etiquette Answer Key

Keyung, dude.

I have a ?4U. Can you send the data on trouble tickets for Jan.2020? I will be OOO until 2, but need that today. LMK when you have the 411.

Julio

Use of dude and text abbreviations. Dear Keyung, I have a question for you. Can you send the data on trouble tickets from Jan. 2020? I will be out of the office until 2, but need that data today. Please, let me know when you have that information.

Dear Jamal,

Please be sure to get the videos for Mandelorian Corp. and Baggins Bookstore ready by Friday. The clients are scheduled to be here on Monday for a preview.

Thanks for your hard work,

Samantha

Fancy script is difficult to read.

Annalise or should I call you Screw Up?

WHAT WERE YOU THINKING? You are an IDIOT! How could you agree to those changes without checking with ME? Of all the STUPID things you have done this is the WURST. We have a meeting at 1:00 today. You better be there and be preprepared to feel my RATH!

Q

Written in anger. Capital letters used. Inappropriate vocabulary and tone. Misspelled words.

I am concerned that you agreed to changes without first running it past me. This may cause us some issues with meeting our deadline. Please meet with me today at 1:00, so that we can discuss how we will handle things going forward. Quentin

Good morning, Monte.

Please send me any documentation of behavior problems that you have for Clarissa Jones. The Special Ed team will be meeting with her parents, tomorrow. I am going to hit a bunch of garage sales on Saturday. Want to come along? We could have lunch at the Espresso Café.

Hope you can join me,

Karina

Use of work email to discuss a personal social invitation. Simply omit personal sentences and sign with a "Thanks,"

Yo, Sid the Skate-Man

Wasn't the supervisor a complete jerk? Just because I leave a little early, he is on my case. Blah, blah, blah. Jerk has deadlines. So, I guess I better stay until 5:00. Can we meet at 4:00 to discuss the schedule for next month?

Sebastian

Use of slang and nickname. Inappropriate vocabulary and content.

Dear Sid,

Can we meet at 4:00 to discuss the schedule for next month? Our supervisor would like that completed today.