

My Favorite Assignment 2017

Email: Makeovers for Subject Lines

Instructions To Students

When you send an email, you want your email to be clear and easy for the receiver to decode by putting the correct meaning to your intended message. To do this, you should make your subject lines very clear. The subject line is a summary of the email and should include the purpose + subject.

1. Determine what your purpose is in writing the email
2. Briefly mention the subject
3. Remember to capitalize main words
Inquiry: BUS 207-003 Attendance

Invitation: Iftar for BUS 207-003

Request: Check PPT for BUS 207-003

Use the handout to practice determining your purpose for an email. See Stimulus and Exercise Materials.