

My Favorite Assignment 2017
Email: Makeovers for Subject Lines
Stimulus and Exercise Materials

Subject Lines

Find the noun form of the purpose as the key purpose word in your subject line.

Key Word:	Purpose
	To say sorry
	To invite someone
	To hand in an assignment
	To send a document as an attachment
	To ask a question
	To remind someone of something forgotten
	To ask for something
	To give comfort for very bad news
	To acknowledge great news (baby, promotion, wedding, etc)
	To organize a time to meet someone
	To organize a meeting
	To stop a planned event
	To express discontent with a product or service
	To let someone know you would like to give them something or some service
	To request the space and time of a certain venue
	To say thank you for a service or product
	To let someone know about upcoming consequences is something is not done.
	To let someone know that something must be done immediately

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	To let someone know you are about to say good things about someone/something
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