

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

**Subject Lines (Answer Sheet)**

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

Key Word:	Purpose
Apology:	To say sorry
Invitation:	To invite someone
Submission:	To hand in an assignment
Attachment:	To send a document as an attachment
Question: /Query: /Inquiry	To ask a question
Reminder:	To remind someone of something forgotten
Request:	To ask for something
Condolences:	To give comfort for very bad news
Congratulations: Congrats:	To acknowledge great news (baby, promotion, wedding, etc)
Appointment:	To organize a time to meet someone
Meeting:	To organize a meeting
Cancellation: Cancelation:	To stop a planned event
Complaint:	To express discontent with a product or service
Offer: Promotion:	To let someone know you would like to give them something or some service
Booking: Reservation:	To request the space and time of a certain venue
Appreciation: Thank-you: Thanks: Gratitude:	To say thank you for a service or product

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Warning:	To let someone know about upcoming consequences is something is not done.
Urgent: Important:	To let someone know that something must be done immediately
Recommendation: Compliment: Praise:	To let someone know you are about to say good things about someone/something
Confirmation:	Want to make sure the details are solid
Extension:	A request to delay a project
Confession:	Admitting your wrong doing
Reschedule:	To change an appointment
Postpone: Postponement:	To delay an event
Favor:	A big request
Feedback:	A response to something
Withdrawal:	Remove something from an event or situation