

Writing clear emails: activity

This activity will help you practice what you learned in the 'Writing clear emails' exercise.

Look at these example emails.

K **Kris Degner** Thu 2023-12-13 12:56PM
to me ▾

Please come to my office.

K **Kris Degner** Thu 2023-12-13 12:56PM
to me ▾

Hi,
Can I ask you a question when you're free?
-Kris

K **Kris Degner** Thu 2023-12-13 12:56PM
to me ▾

Hi,
I have a quick question about the event we're planning.
Do you have 15 minutes today to talk about it?
It can wait until tomorrow if you're busy.
Thanks,
Kris



Let's talk about it

- How would each of these emails make you feel?
- Which email is the easiest to understand? Why?