

✓ Peer-graded Assignment: Rewrite Kevin's Email

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ASSIGNMENT 1

Submitted on August 19, 2020

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PROMPT

Rewrite the subject line. The subject line should show a clear purpose.

Cancellation of my Order.

RUBRIC

Does the new subject line show a clear purpose?

☒ **2 points**
Yes



☐ 1 point
Somewhat



☐ 0 points
No

Does the new subject line use correct punctuation?

☒ **2 points**
Yes



☐ 1 point
Somewhat

☐ 0 points
No

Does the new subject line use correct capitalization?

☐ 2 points
Yes



☐ 1 point
Somewhat

☒ **0 points**
No



If you answered *Somewhat* or *No* to any of the questions, add your reasons here. Also, give suggestions for how the subject line can be improved. Does the new subject line use correct punctuation?



Neha Sutariya

Good



ARPAÇAY ALPER

You should not capitalize the "Order".



ABHISHEK KUMAR

Spelling of cancellation is wrong and 'o' of order should be small. "Cancellation of the order" would be better.

PROMPT

Rewrite the greeting. Remember the greeting should be formal and directed appropriately to the reader.

Hi ABC Furniture team,

RUBRIC

Is the new greeting formal and directed appropriately to the reader?

☒ **2 points**
Yes



☐ 1 point
Somewhat

☐ 0 points
No

Does the new greeting use correct punctuation and capitalization?

☒ **2 points**
Yes



☐ 1 point
Somewhat

☐ 0 points
No

If you answered *Somewhat* or *No* to any of the questions, add your reasons here. Also, give suggestions for how the greeting can be improved.

**Neha Sutariya**

Good

**ARPAÇAY ALPER**

none

**ABHISHEK KUMAR**

It is good, but addressing team involved directly would be more better.

PROMPT

Some of the information in Kevin's email is unclear. Rewrite the email text with at least one change to make the information clearer. Think about WH questions the reader may have after reading Kevin's email.

Underline the part(s) you edited so that the peer reviewers can easily see your changes.

Kevin Jhonson this side,

Due to some personal issues, I will not be able to receive my Order which I placed last week .

It is a request to look into my matter as soon as possible and as requested **please** refund to my same account .

Order and, Account details are in attachment.

RUBRIC

Is the information in the email text clearer after the changes?

☒ **2 points**
Yes



☐ 1 point
Somewhat

☐ 0 points
No

Does the new email text use correct punctuation and capitalization?

☒ **2 points**
Yes



☐ 1 point
Somewhat

☐ 0 points
No

If you answered *Somewhat* or *No* to any of the questions, add your reasons here. Also, give suggestions for how the email text can be improved.

**Neha Sutariya**

Good

**ARPAÇAY ALPER**

none



ABHISHEK KUMAR

It is good and attachment part is new thing I learnt.

PROMPT

Rewrite the closing & signature to look more professional.

Best Regards,
Kevin Jhonson.

RUBRIC

Is the new closing & signature more professional?

- ☒ **2 points**
Yes
- ☐ 1 point
Somewhat
- ☐ 0 points
No



Does the new closing & signature use correct punctuation and capitalization?

- ☒ **2 points**
Yes
- ☐ 1 point
Somewhat
- ☐ 0 points
No



If you answered *Somewhat* or *No* to any of the questions, add your reasons here. Also, give suggestions for how the closing & signature can be improved.



Neha Sutariya

Good



ARPAÇAY ALPER

none



ABHISHEK KUMAR

spelling of Johnson is wrong and contact info should be provided.

[Edit submission](#)

Comments

Comments left for the learner are visible only to that learner and the person who left the comment.



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