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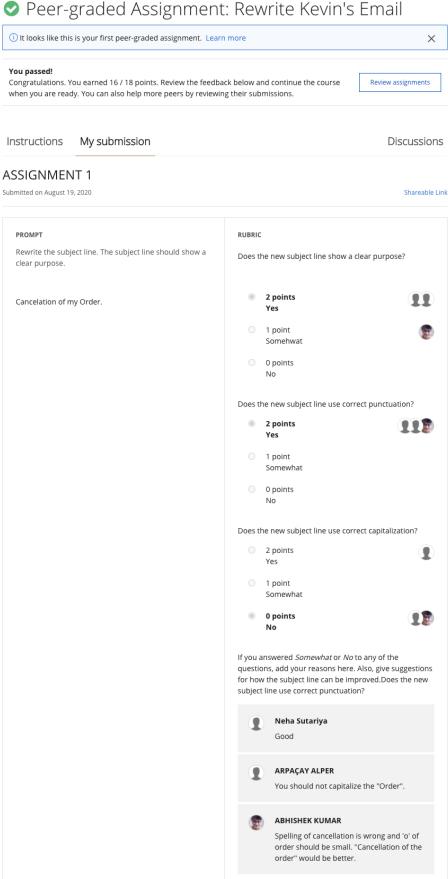




Write Professional Emails in English > Week 1 > Rewrite Kevin's Email

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PROMPT Rewrite the greeting. Remember the greeting should be formal and directed appropriately to the reader. Hi ABC Furniture team,

Is the new greeting formal and directed appropriately to the reader? 2 points 113 Yes 1 point Somewhat 0 points Does the new greeting use correct punctuation and capitalization? 2 points 113 Yes 1 point Somewhat 0 points 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 ARPAÇAY ALPER

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?

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

ABHISHEK KUMAR

2 points



1 point

0 points No

Does the new email text use correct punctuation and capitalization?

2 points



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



none



It is good and attachment part is new thing

PROMPT

Rewrite the closing & signature to look more professional.

Best Regards, Kevin Jhonson.

RUBRIC

Is the new closing & signature more professional?

2 pointsYes



1 pointSomewhat

0 points

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

2 pointsYes



1 point Somewhat

0 points

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.







ARPAÇAY ALPER

110110



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.



Share your thoughts...