

## Peer-graded Assignment: Revise Your Introduction Email

### Review your peers' assignments

Congratulations on submitting your assignment! You have reviewed enough peers to receive a grade, but in the meantime, you may review more peers' assignments. Your grade should be ready by **Sep 10, 12:29 PM IST**.

[Review assignments](#)

### Instructions

### My submission

### Discussions

Do you remember the introduction you wrote in Module 1? It is now time to look at that email again and revise it based on what you have learned in this course so far. The word *revise* means to reread your email and improve it. In other words, you want to make appropriate changes to your email to make it your best introduction email.

So for this assignment, you have two options:

#### Option 1: Revise original email

Write a new and improved version of your introduction email.

#### Option 2: Write a new email

If you do not need to revise your original email, write an email to introduce two people to each other. For example, you can introduce two colleagues to each other. Or maybe you want to introduce somebody for a job opening at your company.

Whichever option you choose, here are the parts of the email you need to have:

1. **Subject line**
2. **Greeting**
3. **At least 1 paragraph for your email text (3-4 sentences)**
4. **Closing**

#### Review criteria

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After reading your introduction email a few times, look at each part of the email. Which parts are appropriate for a professional introduction email? Is punctuation correctly used? Is capitalization correctly applied? When you are completing each part, think about the following points:

- **Subject line:** clear purpose, brief (50 characters or less)
- **Greeting:** formal, appropriate reader
- **Email Text:** introduction-development-conclusion, 3-4 sentences/paragraph
- **Closing:** simple, full name

By the end of the assignment, you should have a clearer and more professional introduction email. Good luck!