

Scenario 1: Request for Deadline Extension

Subject: Extension?

Hey,

I hope you're doing good. I was wondering if I could get more time for my paper? I've been super busy and just couldn't get it done. Pls let me know ASAP. Thanks.

- **Concreteness** – Vague subject line and request (no specific deadline or reason)
 - **Courtesy** – Informal language ("Hey," "Pls," "super busy")
 - **Completeness** – Missing essential details (new deadline, reason, course name)
 - **Conciseness** – Includes unnecessary phrases ("I was wondering if I could get...")
 - **Correctness** – "Pls" should be "please"
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Scenario 2: Job Application Inquiry

Subject: Applying for the job

Dear Sir/Madam,

I saw your job posting and I am interested. Pls send me more details. I have attached my resume.

Best,
John

- **Concreteness** – Vague subject line ("Applying for the job" does not specify the position)
 - **Completeness** – No reference to job title, company, or skills
 - **Courtesy** – Sounds passive rather than enthusiastic
 - **Correctness** – "Pls" should be "please"
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Scenario 3: Complaint About a Product

Subject: VERY DISAPPOINTED!!!!

To whom it may concern,

I bought ur product last week and it's already broken. This is unacceptable. U guys need to fix this NOW! Call me ASAP.

- **Concreteness** – No mention of the product name or issue
 - **Courtesy** – Harsh and demanding tone ("This is unacceptable," "fix this NOW!")
 - **Completeness** – No order details or request for resolution
 - **Correctness** – "ur" should be "your," "U guys" should be "your team"
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Scenario 4: Email to a Professor

Subject: URGENT – NEED YOUR HELP

Hello,

I need ur help with my assignment. I don't understand anything. Can you explain it to me now? I am free after 5pm.

Thanks,
Mike

- **Concreteness** – No specific question or details about the assignment
- **Conciseness** – Unnecessary phrase ("I don't understand anything")
- **Courtesy** – Sounds demanding instead of politely requesting help
- **Correctness** – "ur" should be "your"

Scenario 5

Subject: Request for Assignment Extension

Dear Professor Smith,

I hope you're doing well. I wanted to ask if I can have more time for my paper. Things have been difficult, and I couldn't finish it. I really need an extension. Please let me know.

Thanks,
Alex

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- **Concreteness** – "Things have been difficult" is vague; lacks specific reason or context, "I really need an extension" does not specify a new deadline.
 - **Consideration** – No acknowledgment of the professor's schedule.
 - **Completeness** – Does not mention the course name or due date.