Things to look for: <u>Ambiguity</u> - <u>Vagueness</u> - <u>Wordiness</u> - <u>Hanging modifier</u>

Part 1:

1. 1 Problem per sentence, no need to check for multiple problems.

2. Do not add information to sentence if you don't know what's wrong

3. No need to explain the problem, only state the solution

4. Creating fictional information is allowed.

Part 2

1. Slogan for advertising might be given and you will be asked to state the issue

Part 3

1. Review DGD

2. Tone, keep emotions out of the email and be polite

3. Full name, Course name, DGD

4. Punctuation

5. Decide the if the email should be sent or not.