

Reviewing Email Assignment

- What are best practices ?
- What's a professional email ?
 - Format: Best practices
 - ❖ Intro states all the points
 - ❖ Body multiplies points
 - ❖ Conclusion restate ask
 - Direct pattern
 - ❖ Signature block
 - ❖ Dear/to
 - ❖ Sincerely

Critical Skill Building + Helpers

- Where did I go wrong ?
 - Note taking and note reviewing
 - Pre-reading
 - Tutorials: Practice

Commit to paying attention
Forgive yourself when you can
Get up and try again