

For these subject lines, choose a label you would add or nothing:

**These are the 4 labels to use: ACTION | URGENT | IMP | CONFIDENTIAL**

- 1) Regarding the report due tomorrow morning
- 2) Decision is needed by the board of supervisors
- 3) Outcome of the decision made by the board of supervisors
- 4) Waiting for the presentation draft
- 5) Please send me your updated project
- 6) Contract financials

The answer is in the next lecture.