

## Email Subject Lines

When we receive many emails during the day, the subject line can help us decide whether we need to read the email immediately, leave it for later, or delete it.

In this exercise, we're going to **practice writing email subject lines**. Remember - keep it short and keep it relevant.

Share your answers in the Q&A section of this course - you can also compare your answers with the samples given (though keep in mind that they are only suggestions!)

Subject:	Email text
	Just a quick note to see if you've heard from Marketing about the new advertising schedule. We need this information for Friday's meeting.
	Many thanks for your email. The handbook for the Polaroid 650X is now available online at <a href="http://www.yourpolaroid.com">www.yourpolaroid.com</a>
	I will be away from the office from 7 - 10 March. In my absence, please direct all enquiries to Elizabeth.
	I have to change our meeting from Tuesday morning to Wednesday, sorry.
	Could you please send me the training schedule asap? We need to make sure we can get the time off work.
	I am writing to confirm your order of 300 t-shirts, sizes S - L, branded with your corporate logo (submitted). Your order number is BLT-TS-533. Please keep this order number handy, as you'll need to quote it in all future correspondence.

Sample answers:  
1. Required: new advertising schedule  
2. re: Polaroid 650X handbook  
3. Out of Office: 7-10 March  
4. Meeting: time change  
5. Required: training schedule  
6. Order confirmation: BLT-TS-533