

**Bad text:**

You: Hi

You: I sent you an email yesterday

You: About the report that was due next week

You: Did you get it?

You: Did you write the report?

**Corrected text:**

You: Hi, do you have a second?

Other person: Sure

You: I wanted to briefly touch base with you about the report that's due next week. Did you have a chance to make progress on it?

Other person: No

You: I don't mean to rush you, but do you know when you will be able to make progress on it? That would help me with my scheduling.

Other person: Sure, I'll get something to you by tomorrow.

You: Thank you.

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Follow up tomorrow evening:

You: Hi, just checking in...were you able to make progress on that report?

**Answer 2:**

- 1) The person writing didn't wait for a reply
- 2) The person writing wrote a couple of words per text instead of communicating with complete ideas
- 3) The fixed version is more polite