

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

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

The answer is in the next lecture.