**Assignment 4**

**Email**

Dear Sarah,

I am writing to let you know that I am requesting permission for absence in the class today because I am sick. This is morning, I am going to make a test and I don't know if afternoon I will be at campus.

I am sorry for my lateness in communication because last night I was not sick

Best,

**Corrected Email**

Dear Sarah,

I hope this email finds you well. I am writing this email to let you know that I am requesting for permission of absence in the today’s class because I am sick. This morning, I am going to do a blood test, and I do not know if afternoon I will be on campus. I am sorry for my delay in communication because last night I was not sick.

Thanks,

When I was reading my past emails, I found that they have a grammatical error. So, in order to correct those errors, I used Grammarly which is the application that helps to correct a grammatical error. Also, I use to read loudly in order to hear any mistake. In addition, I gave my emails to my colleague to ask him if there is any grammatical error in my emails. The most useful strategy for me is Grammarly because it works everywhere and automatically.

To adapt this strategy, I am going to install Grammarly on my machine, and it will work even in browsers. In order to create my own strategy, I can use that one of reading loudly my email. This can help me because it is like saying to the audience what I have written in my email. It will be easy to identify the grammatical errors that are in my emails.