**Email Writing Pre class on 15 November 2016**

1. Do you make any of the errors described in the articles? How do you know?

Yes, I do one error of fail to differentiate I and Me. Because I learned in primary and high skull that to use me is not good, until now I fear to use me in my writing.

1. Why it is important to make sure your grammar is correct when writing business emails?

It is very important because many people measure your professional by depending on how you write an email. So, it is very important to proofread our email before sending them.

1. Is grammar equally important when writing emails in Kinyarwanda or French? Why or why not?

For me, I think it is not equal because people know that you know Kinyarwanda. So, to do the error when writing Kinyarwanda, they don’t take much time to think on it. But because French is not our language, when people made the error in French, the receiver directly judges him/her due to that error.

1. Bring in four more examples of poorly written emails you sent at some point this year or last year. Please make sure these are different emails than the ones you brought in the previous class.