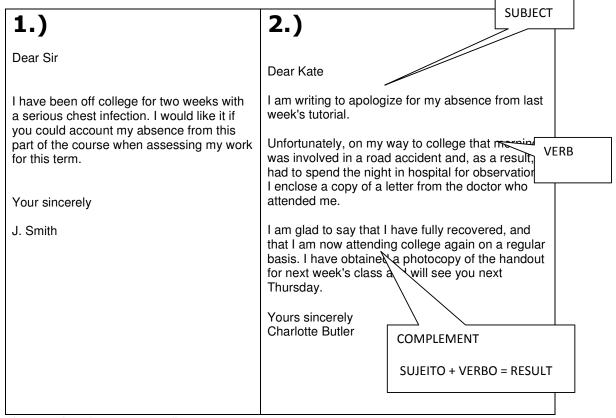
## Templates – Letters (Review POI – Class LOG)

Do you need to exchange messages with the *Admission Committee*? Build your text based on the values of the **3-STEP PROCESS** (Remember S+V+C).

Give your *e-mail* the authority of a good **STORY**: the character (**subject**) acting (**verb**) in the world with concrete results (**complement**), always touching your reader's mind and heart. Observe:

Paragraph	Presentation	Purpose
1	SUBJECT	Introduce and identify the AGENT in the message: YOU
2 (or 2 and 3)	VERB	Reveal the ACTION: new information to the reader of the $e$ - $mail$
3 (or 4 and 5)	COMPLEMENT	Show the result of the combination AGENT + ACTION. <u>Invite</u> the reader to react positively to your message.

Can you notice the difference between the following messages?



(adapted from 'WRITE IT RIGHT')