ACTIVITY: PREPARE YOUR NEXT EMAIL INTRODUCTIONS

This activity will help you practice the email introduction methods.

Pick three topics you need to send emails for in the next week. These should be new topics for the recipient and not a reply to an existing email. The topics should also be more than a one or two line comment or question. The larger and more complex the topic the better it is for this activity.

For each topic, write the subject line and first few lines of the email in the spaces below. The subject line and introduction should make the following things clear to the recipient:

- What the topic is
- Why they are getting the email
- What they need to do (if anything)
- A summary of the key information

Don't write the entire email. When you have written the introductions you can use them in the real emails you send.

Email Introduction #1:

To	
Subject	

(Only write the introduction – you do not need to write the entire email)

Email Introduction #2:

To	
Subject	

(Only write the introduction – you do not need to write the entire email)

Email Introduction #3:

To	
Subject	

(Only write the introduction – you do not need to write the entire email)

THINGS TO CONSIDER

Personality and culture play an important part in how we communicate. If it is more appropriate for you to start an email with personal greetings or other non-work related messages then please do that. Don't let the advice in this course overrule what is important to you and the people you communicate with.

The point at which you start writing about the work topic is where you use the introduction methods.