

SUBJECT

CLASS/HOMEROOM

RAFTS Email Writing Homework

Educational Technology

You are the president and owner of a publishing company that makes popular books for teenagers. Recently you have noticed your employees (workers) sending emails to customers that are very sloppy. They often forget greetings and closings, and they include many misspelled words. You worry that your company is losing its professionalism and might lose customers.



Write a serious email to your employees explaining that they need to fix their email etiquette (style). Tell them specifically what to fix and why. And you better make sure YOURS looks good if you are their leader.

What's your Role ?	President and Owner of DPH Publishing	
What's your Audience ?	Your employees	
What's your Format ?	Email (handwritten)	
What's your Topic ?	Recent problems in employee emails	
What's your Strong Verb ?	Explaining	

То	DPH Publishing Employees (staff@dphpublishing.com)					
	Add Cc Add Bcc Request return receipt					
Subject						
	Attach a file Insert: Invitation					
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