

TEAM CHALLENGE

YOUR MISSION:

Read the example of a poorly written email shown on the right. With your group, come up with five improvements you can make to this email following the Six C's of Clear Email Communication. Write those improvements below.

If you have time, feel free to partner up with someone and work together to write a new-and-improved version of this email on the back of this worksheet.

Subject: Help



From: Joe Smith <joe.smith@awesomewidgets.com>
To: staff@awesomewidgets.com

Mon 10/14/2019 1:05pm

So I was reeling in a 30 pound bass on Saturrrday and suddenly I realized I wasn't going to be in the office on Tuesday. Your mind becomes clear when you spend the day on the b eautiful open water! Anyway, once I pulled back up to the shore, I realized I needed to change the schedules. Instead of coming in on Tewsday, I'll be gone, and I'll need either nick or mike to cover for me. You guys can do that, right? Of course you can. Well, I've got to go to the store to get another fishin pole cause that bass swam away with my old one.

Thanks,
Jeff

YOUR IMPROVEMENTS:

1

2

3

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5