

## Righting incorrect emails



Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Score:     / 20

### Relevant topics:

- Accuracy
- Communication
- Clarity

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## Righting incorrect emails

### Introduction

We've all made mistakes in our emails. It's easy to write email messages quickly and hit 'send' before we've checked our work. This challenge is about writing accurate email messages.

### Instructions

There are two sections in this challenge. In the first, there are paired pieces of information, and in the second, there is a single sentence from an email message. In each case, if everything is correct, tick the 'C' box. If anything is wrong, tick the 'W' box.

Section 1			
1. Email recipient: Mrs Sarah Johnston	C	W	1. Send to: sarah.johnson@gmail.com
2. Buy now to save 20%.	C	W	2. The expiry date for this offer is 30 September 2020.
3. I'd like to apply for the post of Senior Administrator.	C	W	3. My current roll requires me to work accurately.
4. Subject line: Agenda for Tuesday's meeting	C	W	4. I attach the agenda for our next team meeting. See you on Thursday.
5. To: mary.peders@rie.com; jon.davidson@rie.com; rebekah.jacobs@rie.com	C	W	5. Hi Mary, Jon and Rebecca,
6. The webinar is on 17 November, 2-3pm.	C	W	6. Please reserve the date and time in your calendar.
7. This seems like an excellent idea.	C	W	7. It's an opportunity we won't want to miss or go ahead with.
8. We need to get our bid in before the deadline.	C	W	8. Whose going to send our quotation?
9. Thank you for your business.	C	W	9. I attach your VAT receipt for your records.
10. Please note that I work part-time.	C	W	10. I work 09.00 - 15.00 Tuesday's - Thursday's inclusive.

Section 2		
Thank you for your suggestion. I agree the abbreviated version is better.	C	W
I would of thought that it should have arrived by now.	C	W
Please book the venue for 31 November, from 09.00 to 17.00.	C	W
Thank you for your time yesterday. It was good to get your views on the event.	C	W
I'll be seeking your ideas on whether we shouldn't go ahead or not.	C	W
We are using four marketing channels: email, social media and telemarketing.	C	W
As agreed, we'll launch the service at the beginning of next week.	C	W
Whatever stage your at with the proposal, we can review it on Monday.	C	W
Call me for your free trial now on 01638 723590.	C	W
Your order has been sent. Its on it's way to your Birmingham office address.	C	W

[Check your answers here](#)