

Name _____

Date _____

Email Message Choices

Directions: Choose the email message that is clear, respectful, and safe.



1. You need to let your teacher know you will miss group.

- Not coming.
- Hello, I will miss group today because I have an appointment.
- Why do I have to explain this?

2. You need help with a work task.

- Can someone explain step 2 again, please?
- This makes no sense.
- I quit this task.

3. A stranger emails asking for your home address.

- Here it is.
- I do not share private information by email.
- Maybe later if you keep asking.

4. You want to thank a supervisor for feedback.

- Thanks for the helpful feedback today.
- Fine.
- Stop emailing me.

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Answer Guide: Choose the email message that is clear, respectful, and safe.



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