

CAREER READINESS

Professional Email Challenge

Detailed practice, evidence, revision, and assessment

GRADES 9-12	TIME 2 x 42 min	GROUPING I / pairs / whole	PRODUCT Email portfolio
YOUR CHALLENGE Diagnose weak messages and write four professional emails for realistic school and workplace situations. Each email must use a useful subject line, clear purpose, necessary context, respectful request, appropriate closing, and privacy-aware judgment.			

Learning Goals

- Match tone and detail to audience and purpose.
- Write searchable subject lines and action-centered messages.
- Revise vague, emotional, or incomplete drafts.
- Protect private information and use appropriate channels.

Part	Question
Subject	Can the reader identify topic and action?
Greeting	Is the level of formality appropriate?
Opening	Is the purpose visible in the first two sentences?
Context	Did I include dates, documents, and prior action the reader needs?
Request	Is the next step specific and reasonable?
Closing	Did I thank the reader and identify myself?

Warm-Up

Rewrite the subject “Question” so a supervisor could find it two weeks later.

Part 1 - Diagnose the Inbox

Draft	Message	Problems	Safe revision strategy
No subject	hey i cant come in tomorrow what should i do sent from my phone		
URGENT!!!	You never sent me the schedule and now I have no idea what is happening.		
Application	Attached. Let me know.		
Request for private information	Here is my Social Security number and bank account information like you asked in a text.		

Channel Check

Which message requires a phone call or approved reporting system in addition to email?

Which message contains information that should not be sent through ordinary email?

Which draft could damage a professional relationship even if the concern is legitimate?

Part 2 - Build Four Emails

Absence notice

You are scheduled for a Saturday community event but develop a fever Friday night. Follow the organization's call-out procedure and send a concise confirmation email.

Subject:

Message:

Clarification request

A project is due Monday, but two instructions conflict. Cite the conflicting directions and ask a focused question.

Subject:

Message:

Application follow-up

You applied nine business days ago. Ask whether materials were received without demanding a decision.

Subject:

Message:

Error correction

A timesheet lists 6 hours instead of 8. State the date, your record, and a respectful verification request.

Subject:

Message:

Part 3 - Tone and Precision Revision

Weak phrase	Why it creates risk	Professional alternative
ASAP		
You messed up		
Whatever works		
I need you to...		
Sorry to bother you...		
I assume you saw my message		

Revise one of your four emails to reduce words by at least 20% without removing necessary context. Record before/after word counts and explain what you cut.

Part 4 - Final Portfolio and Reflection

Email	Clear subject	Purpose early	Context complete	Request specific	Tone appropriate	Privacy/channel safe
Absence notice	☐	☐	☐	☐	☐	☐
Clarification request	☐	☐	☐	☐	☐	☐
Application follow-up	☐	☐	☐	☐	☐	☐
Error correction	☐	☐	☐	☐	☐	☐

Choose your strongest email. Explain three choices that make it effective for its audience.

Choose the email that still needs work. What would you ask a teacher, supervisor, or trusted adult before sending it?

STOP BEFORE SENDING Verify recipient, attachments, dates, names, tone, and private information. Email can be forwarded and preserved.