

Name _____



Courtesy Check

Directions: Read each email carefully. Decide if the wording is **polite and respectful** or if it could be improved. If the email is polite, underline words or phrases that show courtesy. If the email is impolite, rewrite one sentence to make it more respectful.

Email 1:

Dear Mrs. Wright,

Thank you for agreeing to help chaperone our class trip next Friday. We truly appreciate your time and support. Your role will be to supervise students during lunch and assist with head counts before boarding the bus. Please let me know if you have any questions about your duties. We are grateful to have you join us on this special day.

Sincerely,

Mr. Jacobs

Rewrite: _____

Email 2:

Hey,

I need that report from you by tomorrow morning. Don't make it late this time—it messed things up last week. Also, double-check your spelling this time because I don't want to fix mistakes again. Just send it as soon as you're done.

- Mark

Rewrite: _____
