

## Courtesy Check Answer Key

- **Email 1 → Polite**

*Evidence:* Words like "thank you," "truly appreciate," "grateful" show respect.

- **Email 2 → Impolite**

*Evidence:* Commands like "don't make it late" and "I don't want to fix mistakes again" are harsh.

*Improved sentence example:* "Please be sure to send the report by tomorrow morning and double-check the spelling before submitting."

### Teacher Notes / Guide

- This worksheet helps students recognize the **tone of politeness** in professional and casual communication.
- Encourage students to compare polite vs. impolite phrases and discuss how tone can affect relationships.
- Extension activity: Have students rewrite **Email 2** entirely to make it polite, then share and compare versions with the class.