

Name _____

Subject Lines Match Answer Key

- **Email 1 → C. Important Update: Staff Meeting Time Changed**

Reason: The email discusses the new meeting time.

- **Email 2 → D. Thank You for Your Order + Special Discount Inside**

Reason: The email thanks the customer for a purchase and offers a coupon.

- **Email 3 → A. Congratulations! You're Going to the Regional Science Fair**

Reason: The email congratulates Jordan for being selected to attend the fair.

- **Email 4 → E. Confirming Dinner Plans for Saturday**

Reason: The email is about confirming personal dinner plans.

Teacher Notes / Guide

- This worksheet helps students recognize how **subject lines summarize the purpose of an email**.
- Encourage students to explain why they chose each subject line, which builds critical thinking and practical application skills.
- Extension activity: Ask students to **write their own subject lines** for new sample emails or rewrite weak subject lines to make them clearer.