

Name _____



Message Intent

Directions: Read each email carefully. Decide whether the main purpose of the email is to **inform**, **request**, **persuade**, or **remind**. Write the correct purpose category next to each email. Be ready to explain how you know which purpose fits best.

Email 1 → _____

Hi Team,
I hope this message finds you well. I wanted to share that our company's quarterly report has just been released and is now available on the internal portal. The report highlights sales growth, upcoming product launches, and progress toward our annual goals. Please take a look when you have the chance, as it contains important updates for our department.
Thanks,
Mr. Chen

Email 2 → _____

Hello Students,
Just a reminder that the science project proposals are due this Friday by 5:00 p.m. Please submit them through the online classroom portal. Late submissions will not be accepted, so make sure your work is uploaded before the deadline. This project is an important part of your grade, so plan your time carefully.
Best,
Mrs. Patel

Email 3 → _____

Dear Ms. Rivera,
We are reaching out to invite you to join our community book club this fall. Our group meets every Thursday evening to discuss thought-provoking novels while building friendships. As a new member, you'll also receive discounts on book purchases at the local bookstore. We believe you would enjoy the lively discussions and would love to have you join us this season.
Warmly,
The Maplewood Book Club

Email 4 → _____

Good Morning,
We are currently organizing volunteers to help clean up Riverside Park this weekend. Could you let us know if you're available to participate? We need extra hands for tasks like picking up litter, planting flowers, and setting up recycling bins. If you can help, please reply to this email by Thursday afternoon.
Thank you for considering!
Sincerely,
The City Green Team