

Message Intent Answer Key

- **Email 1 → Inform**

Reason: The purpose is to share company updates and provide information about the quarterly report.

- **Email 2 → Remind**

Reason: The purpose is to remind students of the upcoming deadline for project proposals.

- **Email 3 → Persuade**

Reason: The purpose is to convince the reader to join a book club by offering benefits and building interest.

- **Email 4 → Request**

Reason: The purpose is to ask for volunteers to help at a park cleanup.

Teacher Notes / Guide

- This worksheet helps students practice identifying the **purpose behind written communication**, an essential real-world reading skill.
- Encourage students to underline words or phrases that signal the purpose (e.g., "just a reminder," "we are reaching out to invite," "please reply if you can help").
- For an extension, have students write **their own short emails** for each of the four purposes and then swap with a partner for sorting.