

Name _____



Email Tone Detector

Directions: Read each email carefully. Think about the **tone** or the style and feeling of the message. Choose whether the tone is **friendly, casual, formal, or urgent**. Write the tone next to each email. Be ready to explain why.

Email 1 → _____

Dear Mr. Douglas,
I hope this message finds you well. I am writing to confirm our meeting scheduled for Tuesday, March 7, at 10:00 a.m. in the downtown office. Attached you will find the agenda for our discussion on project timelines and budget updates. Please let me know if you require any additional materials beforehand. I look forward to a productive conversation.
Sincerely,
Catherine Reed

Email 2 → _____

Hey Mia,
It was so great to see you at the picnic last weekend! I loved catching up and hearing about your new job. Let's plan another get-together soon—maybe a coffee date next week? I'll text you some days that work for me. Hope you're having a good week so far!
Talk soon,
Lila

Email 3 → _____

Attention All Staff,
Please read this immediately. The building's fire alarm system is currently undergoing repairs, and any alarms that go off today should be treated as real emergencies. If you hear an alarm, evacuate the building without delay and meet at the designated assembly area. Your safety is our highest priority, so follow instructions from supervisors on site. This message requires your immediate attention.
Facilities Management

Email 4 → _____

Hi Josh,
Just checking in to see if you got the notes from last night's study group. I know you had soccer practice, so I saved a copy for you. The teacher hinted that a few of those questions might be on Friday's quiz. No stress, though—I can run through them with you tomorrow during lunch if you want. Let me know.
Best,
Daniel