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SPEAK · ENGLISH FREEBIE LIBRARY

LEVEL
B2

EMAIL MAKEOVER

Write clearer professional messages

Escribe mensajes profesionales más claros

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Writing skills / *Habilidades de escritura*

EMAIL EDITING CLINIC

Read the position, test the claim and develop a reasoned response.

THE CLAIM / LA AFIRMACIÓN

You must send me the report now.

01 AUDIENCE

02 TONE

03 POLITE REQUEST

TARGET / OBJETIVO

Use concession + argument + example. Aim for a balanced conclusion.

EMAIL REWRITE STUDIO

Assess a position and support your response with evidence.

ORIGINAL MESSAGE

You must send me the report now.

WRITE A BETTER VERSION

CHECK THE REGISTER

Does the revised message remain direct, courteous and clear about the next step?