

Peer Review 1

What is the point the author if the email is trying to get across (be specific)? What are the possible implications of this email?

What is the authors overall tone in this email? Put yourself into the position of the person receiving the email, how would you respond to it? (Be Honest)

Does this look like a professional email? (Look for things such as tone, word choice, formatting, etc.) Explain.

What are suggestions for improvement for the email? (Saying 'nothing' is not an appropriate response)

What choices did the author make that you think were done well?