

CORRECT THE BUSINESS E-MAIL

What is wrong with the Business e-mail? Drag and Drop:

The screenshot shows an email draft window with the following fields and content:

- To:** gifts4u222@gmail.com
- From:** hotpartylover@gmail.com
- Subject:** business
- Body:**
 - Line 1: [] We want information about your products. Send us a Price list of Company Gifts for clients (key rings, pens, lighters). []
 - Line 2: [] We need 500 units of each, with a printed message on them: "Fast service, Good prices". Can you do it?
 - Line 3: IT IS URGENT!!! REPLY SOON!!! []
 - Line 4: []
 - Line 5: KARLO\$
 - Line 6: []

The bottom of the window features a toolbar with icons for text formatting (bold, italic, underline), linking, emoticons, images, and a trash icon. A "SEND" button is also present.

1. The e-mail address is not professional, and it gives a bad impression.
2. The sender does not write his full name and position in the company.
3. There is no Salutation.
4. There is no Closing.
5. The Subject is not concise and to the point.
6. Exaggerated use of Capital letters and Exclamation marks. It is like shouting the message.
7. Use of Imperative sentences. They are not polite requests; they express direct commands.
8. The verbs "Need" and "Want" are very direct and imply urgency. They may sound rude and selfish.

Drag and drop the sentences to make the e-mail more professional:

 **To**

From

Subject

We want information about your products. Send us a Price list of Company Gifts for clients (key rings, pens, lighters).

We need 500 units of each, with a printed message on them: "Fast service, Good prices". Can you do it?

IT IS URGENT!!! REPLY SOON!!!

KARLO\$

SEND













carlos.martinez563@gmail.com

Carlos Martínez
Purchase Assistant
QMCL Inc.

Dear Sir or Madam,

Yours faithfully,

Company Gifts Price List Request

As this matter is urgent, I would appreciate a reply as soon as possible. Thank you in advance for your help.

We would like information

Could you please send us...? (Interrogative sentence)

We would require

Could you