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**Handout 12-3**

**Subject Line Practice, for Super Subject Lines (Structured Experience 12-10)**

1. Subject Line: \_\_\_\_\_

Email Text: Attached are the minutes from the last board meeting. Please look these over when you have time, preferably by the next meeting on September 8. Let me know if you see anything that needs changing, and I'll make any necessary corrections. Thank you!

2. Subject Line: \_\_\_\_\_

Email Text: The annual charity auction for XYZ Foundation is coming up on November 10. Would your company consider donating a prize to put up for auction? If so, it would be great to have your participation. Last year, we raised more than \$40,000 for XYZ Foundation, and 200 people attended the event. It will be downtown at the Civic Theater once again. We need all of the auction prizes in place by October 15. Thank you for your consideration.

3. Subject Line: \_\_\_\_\_

Email Text: This is a reminder that all monthly sales reports are due to me by the end of next week. It is critical that I receive your reports on time, as I need to present our team's figures to the board of directors on March 28. Let me know if you will have any problems getting your report turned in, or if there is anything you need from me to help you compile the information. Thank you for your help.

4. Subject Line: \_\_\_\_\_

Email Text: The holiday party is quickly approaching! Please read the attached invitation to see all of the details for the event. To be able to order the refreshments, we need an accurate head count, so please RSVP by December 3 at the latest. A hard copy of the invitation is also in your mailbox. One guest per employee is welcome to attend, and there are four dinner selections to meet your needs. Happy Holidays!

5. Subject Line: \_\_\_\_\_

Email Text: Hello! I have a couple of questions for you regarding the Smith account. When you have a chance, could you please let me know when you're free to talk for a few minutes? I need to get back to the client by midday tomorrow and am stuck on some items for the proposal for new business I'm putting together.

File Folder Names:

Email #1: \_\_\_\_\_

Email #2: \_\_\_\_\_

Email #3: \_\_\_\_\_

Email #4: \_\_\_\_\_

Email #5: \_\_\_\_\_

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