Workshop: Announcement Email
Check to make sure the email has the following elements:

General Format
The document uses the following:
- Single-spaced within paragraphs, double-spaced between
- Paragraphs broken often enough
- Fits on one average-sized screen
- Sans serif font (Verdana, Arial, Calibri, etc.)
- (paper copy should have 12-point equivalent font)

Email Format
The email format includes
- A descriptive subject line
- Salutation
- Spacing to make important information stand out
- Signature with at least an email address

Content
An effective email for this assignment
- Explicitly explains the purpose and topic of the email in the first or second sentence
- Includes at least these details:
  - Who is invited
  - Who is giving the presentation
  - What the presentation is about
  - When the presentation will be given (date and time)

Mechanics and Style
- An effective email
  - Uses correct grammar
  - Uses correct spelling
  - Uses correct punctuation
  - Uses concise expression

- Where the presentation will be given
- Gives the audience an incentive to attend
- Uses effective you-attitude
- Is clearly written to both the class and the instructor
- Introduces any lists with a sentence or phrase
- Uses concrete, specific details
- Ends with an explicit action request specifically focused on the readers (should use the word you or the imperative)