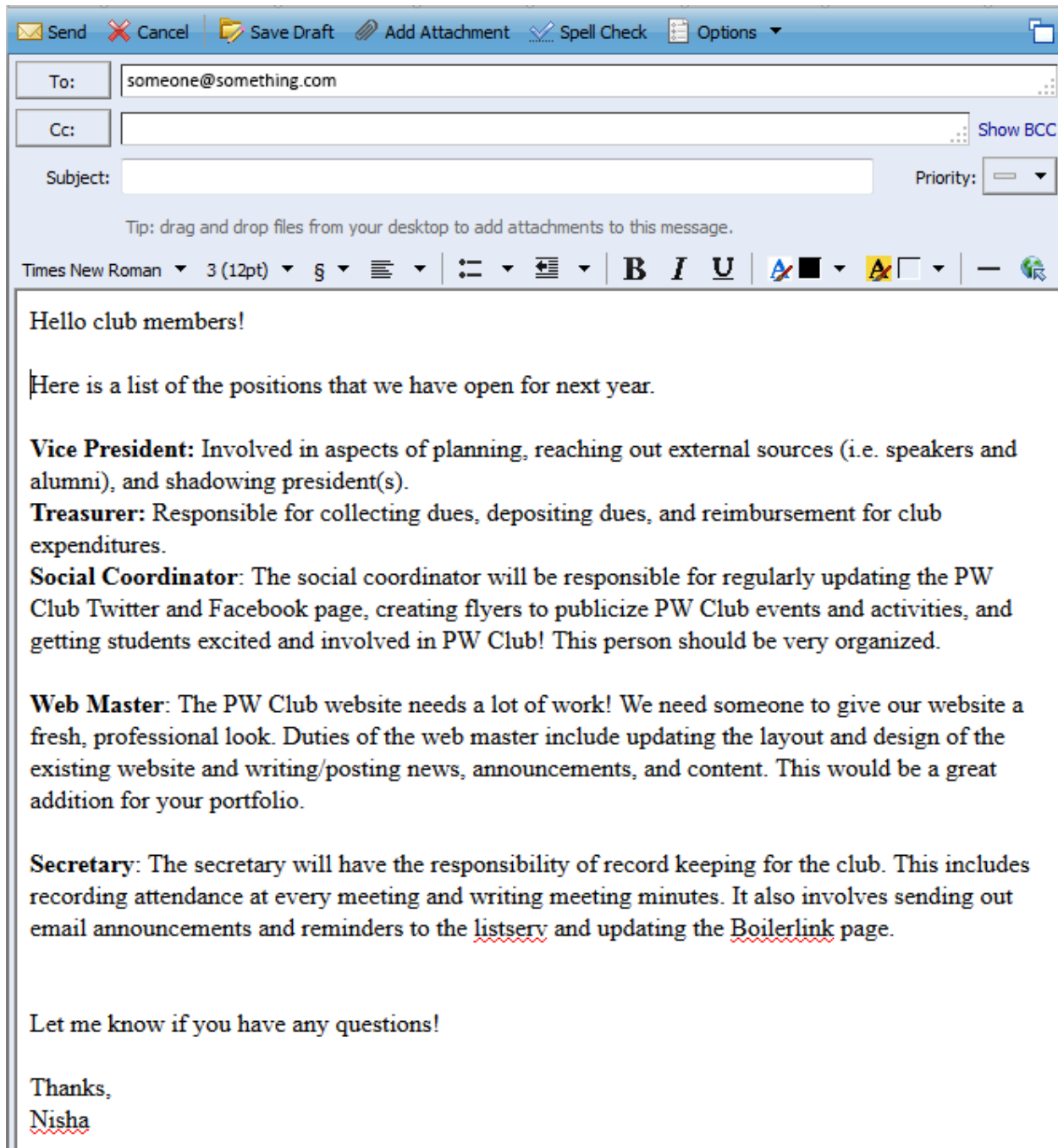


# ELEMENTS OF AN EMAIL: SUBJECT LINES ACTIVITY

Instructions: These emails need subject lines before they can be sent! Try to come up with a subject line for each of the following emails that is detailed, brief and direct.



The image shows a screenshot of an email composition window. At the top, there is a toolbar with icons for Send, Cancel, Save Draft, Add Attachment, Spell Check, and Options. Below the toolbar, the 'To:' field contains 'someone@something.com'. The 'Cc:' field is empty, and there is a 'Show BCC' link. The 'Subject:' field is empty, and there is a 'Priority:' dropdown menu. A tip below the fields reads: 'Tip: drag and drop files from your desktop to add attachments to this message.' Below the tip is a rich text editor toolbar with options for font face (Times New Roman), size (3 (12pt)), bold (B), italic (I), underline (U), text color, background color, and link. The main body of the email contains the following text:

Hello club members!

Here is a list of the positions that we have open for next year.

**Vice President:** Involved in aspects of planning, reaching out external sources (i.e. speakers and alumni), and shadowing president(s).

**Treasurer:** Responsible for collecting dues, depositing dues, and reimbursement for club expenditures.

**Social Coordinator:** The social coordinator will be responsible for regularly updating the PW Club Twitter and Facebook page, creating flyers to publicize PW Club events and activities, and getting students excited and involved in PW Club! This person should be very organized.

**Web Master:** The PW Club website needs a lot of work! We need someone to give our website a fresh, professional look. Duties of the web master include updating the layout and design of the existing website and writing/posting news, announcements, and content. This would be a great addition for your portfolio.

**Secretary:** The secretary will have the responsibility of record keeping for the club. This includes recording attendance at every meeting and writing meeting minutes. It also involves sending out email announcements and reminders to the listserv and updating the Boilerlink page.

Let me know if you have any questions!

Thanks,  
Nisha

# ELEMENTS OF AN EMAIL: SUBJECT LINES ACTIVITY

