
28 Being direct and brief

There is no free writing activity for this unit.

ALTERNATIVE ACTIVITY

Rewrite an email so that it is direct and brief.

- Print out some emails you have written (or received) in real life, particularly ones that you thought were too long.
- Work with a partner. Rewrite the emails, crossing out unnecessary words and trying to make the emails shorter.

When you finish, work with a partner. Check each other's grammar, spelling, punctuation and style. Is everything clear, well-structured and easy to understand?