Anatomy of an Announcement

Pleasant and professional tone.

Short. Our 21st century learners don’t have a lot of tolerance for long-winded emails; subsequently, they don’t read lengthy ones.

Responsive.

I’ll be working on grading your Module 2 quizzes and your Module 1 Excel resubmissions today and tomorrow. I want to get you feedback as quickly as possible.

My status.

Hey, there’s a real person here.

Encouragement

Let me again commend you for a great discussion board on constructive dividends. I am looking forward to the next discussion board, which comes in Module 4. Congratulations on your able work - I hope you think it is paying off!

Summarizes and frames what’s ahead without repeating verbatim from the module or syllabus.