

“Update” is a label. What does the reader need to do?

Your email contains the numbers, Thursday’s meeting, an apology and a second request. The reader has to work out which part matters.

Turn a crowded draft into a message with a clear job. Four working sheets put the method on the page: a message brief, subject and opening, reusable frames for common situations, and a send check. Worked fictional examples show the decisions behind the edit, not just a more polished version of the same confusion.

- Build the subject and opening around the real task.
- Choose To, cc and reply-all for a reason.
- Use clear frames for an ask, no, apology, bad news or follow-up.

Owen Merrivale

Guide + working sheets

WORK EMAILS THAT GET TO THE POINT

One Clear Ask, a Useful Subject Line, and the Right Next Step



Write the job. Make the next step clear.

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