Email clarity practice

A practical kit for subject lines, polite requests, concise follow-ups.

This is a mock PDF describing a proposed product. It does not contain the promised guide, activities or templates. The product is not on sale.

What it is

Email clarity practice is a focused, self-guided planning kit for english-speaking learners practicing everyday communication. It organizes subject lines, polite requests, concise follow-ups into a practical workflow, with editable worksheets and a completed fictional example. Start with your own situation, make the decisions on the worksheets, and finish with a plan you can revisit. The completed example illustrates the method; it is not a customer result.

Who it is for

English-speaking learners practicing everyday communication

What you will make

Create a working set of subject lines, polite requests and concise follow-ups, tailored to your own project.

Proposed one-time price

USD 27.00 / EUR 24.00 / GBP 21.00 / CAD 37.00

AUD 41.00 / CHF 24.00 / AED 99.00

Fixed prices by currency, not live exchange conversions. Final prices and tax treatment will be confirmed before sales open.

Inside the planned edition

01 Subject lines: a purpose-built worksheet with field explanations and prompts.

02 Polite requests: a purpose-built worksheet with field explanations and prompts.

03 Concise follow-ups: a purpose-built worksheet with field explanations and prompts.

04 A start-here guide explaining the sequence, preparation and completion criteria.

05 A completed fictional example showing how the subject lines connect to the polite requests.

06 A final review checklist, reusable blank copies and a short troubleshooting section.

How to use it

Read the start-here guide, gather your project notes, complete the subject lines, then work through the polite requests and concise follow-ups. Compare with the fictional example and finish with the review checklist. Reuse the blank worksheets for the next project.

Planned formats and language

Planned: accessible PDF guide, editable DOCX worksheets and a printable A4/US Letter workbook. English-led instructions. Persian text is included where specified; the interface language does not change the purchased edition.

License

One household, for personal use. Print copies for your household and share completed personal projects privately. Do not resell or redistribute the blank source files.

Not included

No live service, consulting, external subscriptions, physical materials or completed work on your behalf. Specialist legal, medical and financial advice is not included.

Delivery, receipts and support

When the final edition is released: verified payment unlocks the purchased files in My purchases and creates an itemised billing document. Access uses private, expiring download links. Five downloads per file; contact support for access problems. Server access records support delivery enquiries.

Customer reviews

No customer testimonials yet. Reviews will come from verified purchasers who consent to publication. No illustrative quote is presented as a customer experience.