**Email/Text Analysis for Tone Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Fill in this Organizer with thought and detail. The first one is done as a model for you.

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| --- | --- | --- |
| **Written Message** | **Tone Interpretation**  *Give tone words and explanation of how Message is interpreted with text evidence* | **What could have Been Written**  *Re-write the Message in a clear and objective way without any negative tone* |
| **MODEL**  If you don’t get that to me by 1:00 pm today, we’re going to miss our deadline. | **MODEL INTERPRETATION**  **Tone:** Derogatory/frustrated/condescending  **The interpreted message:**  *Hey dummy, we’re going to miss the deadline and it’s going to be all your fault!* | **MODEL**  Today’s 1:00 pm deadline is particularly critical. It’s very important that I get your feedback today, so we can deliver to you on schedule. Thanks for your help! |
|  |  |  |
| That’s not what we agreed to in our meeting |  |  |
| Yep |  |  |
| If all of us had pitched in equally, we could have gotten a better grade. |  |  |
| I must commend Mr. Tate and Mrs. Smith on their attention to the details. I hope they can serve as an example for our workplace. |  |  |
| Let me think about it and I’ll get back to you. |  |  |
| My child has never received such a low grade as this one. |  |  |
| I can’t possibly speak at your event. My schedule is so full and I have something else scheduled on that day. |  |  |
| You failed to respond to our request. |  |  |