

Dear John Doe,

Would you be able to provide me with a new batch of N2 worms? The worms I am currently using are not responding to imipramine in the pharmacological assay. The negative response has been observed over a number of replicates with different batches of imipramine.

If you could bring them to the lab when you get a chance I will be in there all day tomorrow.

Kind regards,

Joshua Deerain

Joshua Deerain 9/10/13 9:38 AM

**Comment [1]:** To Whom the email is written. "W"

Joshua Deerain 9/10/13 9:39 AM

**Comment [2]:** Real meat of the message. "R"

Joshua Deerain 9/10/13 9:42 AM

**Comment [3]:** Information on background. "I"

Joshua Deerain 9/10/13 9:43 AM

**Comment [4]:** Take these steps. "T"

Joshua Deerain 27/10/13 5:48 PM

**Comment [5]:** Brief but clear sentences

Joshua Deerain 9/10/13 9:43 AM

**Comment [6]:** End it. "E"