Use this table to make notes on your analysis of the tone in the sample documents:

In the second column, identify which level of tone each document reflects and comment on its consistency. In the third column, indicate whether the tone is appropriate to the situation and the reader. Finally, in the fourth column, give examples from the document to support your choice of tone and appropriateness.

|  |  |  |  |
| --- | --- | --- | --- |
| Document | Level of Tone | | Examples |
|  | Is the level consistent? | Is the level appropriate? |  |
| Additional Workstations |  |  |  |
| Prime Minister |  |  |  |
| Temporary Advance |  |  |  |
| Mr. Adams **A** |  |  |  |
| Mr. Adams **B** |  |  |  |
| Mr. Adams **C** |  |  |  |