



## Email Checklist

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### Instructions

Use this checklist to evaluate the draft of any email.

Category	Criteria
<b>Subject</b>	Was the subject of the email clear and succinct? <ul style="list-style-type: none"><li>o Meeting date changed</li><li>o Question about the conference</li><li>o Can you meet on Monday?</li><li>o Suggestion for your presentation</li></ul>
<b>Greeting</b>	Was the greeting professional? <ul style="list-style-type: none"><li>o Dear &lt;name&gt;</li><li>o Hello (first name)</li><li>o Good morning/Good afternoon &lt;name&gt;</li></ul> Hi (first name) - for people you know well
<b>Short, Simple Message</b>	Was the message simple? Did it contain short sentences, long paragraphs, or long, complicated sentences? Did it avoid using wordy phrases? <ul style="list-style-type: none"><li>o At the present time is the same as saying now</li></ul> Did it avoid using redundant words? <ul style="list-style-type: none"><li>o Terrible tragedy (a tragedy is usually terrible).</li></ul> Did it use bullet points for important details or lists? Did it list time-sequences in the correct order? Was the tone of the email appropriate?
<b>Closing</b>	Did the email have a closing that was polite, professional, and friendly? <ul style="list-style-type: none"><li>o Sincerely</li><li>o With respect</li><li>o I look forward to hearing from you</li></ul>

Category	Criteria
	<ul style="list-style-type: none"><li>○ Best wishes</li><li>○ Thank you for your time</li><li>○ Warm regards</li></ul>
<b>Abbreviations and Emojis</b>	<p>Did the email contain any abbreviations such as LOL (laughing out loud) or IMHO (in my humble opinion, gr8 for great, or emoji's?</p> <p>These are not appropriate for professional email correspondence?</p>
<b>Proofreading</b>	<p>Was the email proofread?</p> <p>Did it contain any spelling, punctuation, or grammatical errors?</p> <p>Did the writer avoid using lowercase or all capital letters? All CAPITAL letters can be regarded as shouting.</p> <p>Did the writer appropriately capitalize the start of sentences and proper nouns?</p> <p>Did the writer use the correct verb tenses (past, present, etc.), pronouns (his, her, their), and prepositions (on, into, under, etc.)?</p> <p>Did the email include contact information?</p>