



Email Checklist

After you write your email, check your spelling. Fix any mistakes you see. When you are happy with your email, hit "Send."

- ✓ Did I type the recipient's email address correctly?

- ✓ Did I include a strong subject?

- ✓ Did I add other recipients correctly?

- ✓ Did I include a greeting?

- ✓ Did I include a body?

- ✓ Did I close the email appropriately?

- ✓ Is the email written in an appropriate tone (formal or informal)?

- ✓ Did I attach a document or image that I said would be attached?

- ✓ Did I check my spelling before hitting "Send"?