**EMAIL SELF REVIEW**

| **Components** | **Criteria** | **Sounds Good!** | **Needs Work** |
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| **Recipient’s Name** | Title, first and last name spelled correctly |  |  |
| **Tone** | Professional—polite; genuine; appreciative  Unprofessional—defensive; terse; too friendly |  |  |
| **Proofread** | Spelling; grammar; mechanics |  |  |
| **Clarity** | Is your intention/request clear? Is the action desired from the recipient clear? |  |  |
| **Word Choice** | Avoid colloquialisms; vague language |  |  |
| **Length** | 3-5 sentences |  |  |
| **Time** | Sent during “business” hours, if possible |  |  |
| After reviewing your email draft, compose a reflection below about the review process.  Were there any changes necessary? Why or why not? Explain. Type your reflection underneath your email draft (after your closing and name). | | | |

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