

EMAIL SELF REVIEW

Components	Criteria	Sounds Good!	Needs Work
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).
