

# Email: a pre- and post-writing checklist

**Before writing** answer these **three** questions

What is my **purpose** in writing this email?

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Who is my **reader** (are my readers) and what do they want from this email?

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What **outcome** do I want my email to have?

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**After writing** read through your email and mark “Yes” or “Needs work” for the **nine** statements below

	Yes	Needs work
1. The <b>purpose</b> of this email will be clear to the reader (it is stated explicitly or else it is implicitly obvious).		
2. The <b>content</b> of the email supports the purpose.		
3. The way I have <b>organised</b> the content is logical and will assist the reader in processing the email on <b>one reading</b> .		
4. If necessary, I have used <b>headings</b> to help the reader process the email.		
5. My <b>paragraphs</b> are short and contain one main idea.		
6. My <b>sentences</b> are short, simple and precise, yet they flow and are highly readable.		
7. The <b>words and phrases</b> I use are familiar and concrete.		
8. My <b>tone</b> is appropriate in terms of my relationship with the reader and it supports the outcome I want from this email.		
9. I have <b>reread and edited</b> the email to improve it and to correct mistakes.		