

Email Evaluation Checklist

Did the email...	Yes	No
Appropriately identify the purpose of the email in the subject line?		
Begin with a polite and respectful salutation?		
Use standard English, complete sentences, and professional vocabulary?		
Use only commonly-accepted and necessary/helpful abbreviations?		
Use proper capitalization and punctuation?		
Clearly communicate the message, questions, or concerns, including necessary context or background information?		
Clearly convey a respectful and professional tone?		
Contain no spelling or grammatical errors?		
Include both first and last name of the sender?		