**Activity 3 – Email improvement - Grid**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NO | IN  PARTS | YES | COMMENTS |
| **7 Cs check** | | | | |
| Consideration - *The email is respectful and takes into account the recipient's needs and interests.* |  |  |  |  |
| Conciseness - *The email is clear and to the point, without any unnecessary information.* |  |  |  |  |
| Concreteness - *The email is specific and provides concrete examples or details.* |  |  |  |  |
| Courtesy - *The email is polite and professional.* |  |  |  |  |
| Clarity - *The email is easy to understand and follow.* |  |  |  |  |
| Correctness - *The email is free of grammatical errors and typos.* |  |  |  |  |
| Completeness - *The email includes all of the necessary information.* |  |  |  |  |
| **The Subject line** | | | | |
| Is clear and concise. |  |  |  |  |
| Is specific. |  |  |  |  |
| Is action-oriented. |  |  |  |  |