# The 5-Minute Professional Tone Checklist

Use before sending a parent message.

* **Clarity:** Purpose in first 2 sentences? Subject line clear?
* **Tone:** Neutral, respectful, collaborative? No venting/judgement?
* **Facts:** Observable, specific (3 of 5 submitted) not labels (“lazy”).
* **Action:** Clear next step and who does what by when.
* **Polish:** Names correct, proofread, under 180 words.

**Subject line bank**

* “Quick update about **[Name]**”
* “Missing **[assignment]** – next steps”
* “Celebrating progress in **[topic]**”