Email Check List

Please take a few moments to check your email **before** sending; check these items:

- ☐ Spell their name right
- ☐ Polite greeting and sign-off
- ☐ Short and to the point
- ☐ Facts checked
- ☐ iIiIiIiIi?
- ☐ Capitals at the start of sentences
- ☐ ALL CAPITALS IS WRONG
- ☐ Tone of voice – use smileys to be clear
- ☐ Use a subject line

Notes:
(you can draft your email here)