Email Communication Effectiveness Checklist

Preparation & Clarity

☐ The email has a clear and specific purpose

☐ Subject line summarizes the main point

☐ Right recipients (To, CC, BCC) are selected

☐ Focuses on a single topic or request

Structure & Tone

☐ Includes an appropriate greeting

☐ Tone is professional and polite

☐ Language is clear and concise

☐ Explicitly states any actions required

Review

☐ Proofread for spelling and grammatical errors

☐ All necessary attachments are included

☐ Ends with a proper closing and signature

Notes