

Correspondence Checklist

After you have finished writing your letter, memo, or e-mail, review it to make sure it is as effective as it can possibly be. Use this checklist as a guide and review sections of the textbook as needed.

- Have you used the most appropriate mode for the correspondence (letter, memorandum, e-mail)?
- Have you used the most appropriate organization (direct or indirect)?
- Is the format of the correspondence appropriate for the mode you've chosen?
- Have you created the right tone for the message (courteous, motivating, clear)?
- Have you eliminated extraneous words and information so that each element in the correspondence contributes to the purpose you outlined before you started writing?
- Have you used emphasis that is appropriate for the mode of correspondence?
- Have you checked your correspondence for jargon, slang, or specialized expressions that your audience may find difficult to understand?