<u>Email Guidelines</u>

Is the email addressed to me?
   (nathan.galster@hotmail.com)

Is there a short, clear and appropriate subject?

Does the email start "Dear...,"

Does the writer introduce him/herself at the beginning of the email body?

Is the email formal? Does it follow paragraph format?

Is there a polite closing and is the sender's name included at the end of the email?

Does the sender include some interesting information about him/herself?

Do all sentences begin with a capital letter and end with a period?

Check for spelling and grammar.

Find something the writer did well. Find something the writer can improve.