

Checklist for Informal Email

Read the email of your friend and check the followings. Put tick (✓). Write your comments if necessary.

	YES	NO	COMMENTS
There is a clear subject.			
There is a greeting.			
The language is informal.			
There is an ending expression.			
There is a closing expression.			
There are no grammar mistakes.			
There are no punctuation mistakes.			
There are no spelling mistakes.			

Adapted From: <https://www.kpbsd.k12.ak.us/Workarea/DownloadAsset.aspx?id=33716>