



## Dale's email checklist

- Assume nothing!
- Are the appropriate recipients in your **To...**, **Cc...**, and **Bc...** lines?
- Is your **Subject** line clear and concise?
- Is your email message clear, concise and tailored to the reader?
- Is your signature line helpful?
- Now, **DOUBLE-CHECK & PROOF-READ!**
- Is spelling correct?
- Are you missing words?
- Are attachments attached?
- The key question:** Would you print and tape this email to your office door for all to read?

communicate