**Revising and Editing—Email**

Check your email before sending it. Although an email can be informal, it shouldn’t be messy, wordy, or full of careless errors.

\_\_\_\_ Is my message **accurate**—from the reader’s email address to each fact or detail I’ve provided?

\_\_\_\_ Is my post **complete**— providing all the information needed so that I don’t have to send another message?

\_\_\_\_ Is my post **clear**— written in short, double-spaced paragraphs with numbers, lists, and headings?

\_\_\_\_ Is my post **correct**— have I checked for spelling, punctuation, and other errors?

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