**Revision Checklist**

**E-MAIL MESSAGES**

**Observe how others write e-mail where you work**

**Provide an informative, specific subject line**

**Keep your messages brief**

* Use a simple structure: state your topic, summarize background information, and present your main point and supporting material.
* Exclude information not directly related to your main point.
* Stick to one topic.
* When quoting from previous e-mails, include only the relevant lines.

**Make your message easy to read on screen**

* Write short paragraphs.
* Put blank lines between paragraphs.
* Use headings.
* Use lists.

**Protect privacy with e-mail**

* Be careful about mixing personal and work-related topics.
* Let strong feelings settle down before sending your e-mail.
* Never include anything you would not want forwarded to other readers.
* Never write something about a person you would say directly to the person.
* Never include confidential information.