Writer Name_____

Editor Name_____

Peer Editing Form

Correspondence: E-mail

#	Check:	Comments:
1.	Does the e-mail answer all the questions in the description? List any questions not answered or any section not completed.	
2.	Is the writer's main idea clear? Or is the e-mail confusing at times?	
3.	Does the e-mail use a new paragraph for each new topic or thought?	
4.	Is the e-mail organized in a logical fashion? Is the writer's train of thought easy to follow or does it "jump around"?	
5.	Does the e-mail use grammar and punctuation correctly?	
6.	Is the e-mail too detailed or too short?	
7.	Does the email have a good greeting and introduction? Does the summary have a good conclusion and salutation? Or does the email "cut-off" sharply?	
8.	What is your overall impression of this e-mail? Do you get the right amount of information from the e-mail to be able to respond? EXTRA: Does the writer ask at least one question to the recipient?	