

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?<br><br>EXTRA: Does the writer ask at least one question to the recipient? |           |