

The following success criteria can be used by students to self-assess their work

Writing an informal email



- I wrote the email address and email subject in the right spaces.
- My email has a salutation “Dear” followed by the receiver’s name and a comma.
- My email has a closing “Best regards”, “Best wishes” or “Love” followed by a comma.
- I signed off my email.
- I included a beginning, a middle and an ending.
- My introduction has 2/3 sentences and consists of a greeting, a reference to the last email and the reason why I am writing the email.
- My conclusion has 2/3 sentences and sums up my email, sends my regards and asks the receiver to write back.
- I used the first person ‘I’.
- I used a friendly, chatty style of writing.
- I asked questions throughout the email.
- My sentences begin with capital letters.
- My sentences end with the correct punctuation marks.
- I checked for spelling errors.
- My email is neat and legible.

