

Writing a Message Success Criteria

| Did I...? | |
|--|--|
| greet the reader? | |
| keep the message short and to the point? | |
| use interesting words? | |
| give important details? | |
| use capital letters at the beginning of a sentence and for proper nouns such as names? | |
| use full stops or other punctuation marks at the end of the sentences? | |

