

## Professional Business Writing Checklist

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Here is a list of items to check and consider before you send a professional or business communication. It may not be necessary to ask yourself all of these questions before you send a written communication. Consider which ones apply to you and which ones apply to a particular communication.

1. \_\_\_\_ Are there any errors in punctuation, capitalization, or spelling?
2. \_\_\_\_ Are there any grammatical errors that you can recognize and correct?
3. \_\_\_\_ Are you certain that you thoroughly understand the communication to which you are replying?
4. \_\_\_\_ If replying, are you certain your reply is everything the reader expects, no more and no less?
5. \_\_\_\_ Are any of your sentences too long? Have you included too much information in one sentence?
6. \_\_\_\_ Are any of your sentences too short? Can you connect ideas better by combining them into one sentence?
7. \_\_\_\_ Are your ideas and thoughts connected well?
8. \_\_\_\_ Have you communicated your ideas and thoughts clearly?
9. \_\_\_\_ Have you included all requested or required information?
10. \_\_\_\_ Are you certain that you have responded to each concern and-or question sufficiently and appropriately?
11. \_\_\_\_ Have you included all information that may be helpful, useful, or relevant in some way?
12. \_\_\_\_ Have you written anything that someone could possibly misunderstand?
13. \_\_\_\_ Is everything you have included in this communication relevant to the topic?
14. \_\_\_\_ Are there any questions that you should ask your colleague or colleagues in this communication?
15. \_\_\_\_ Do you think you project an appropriate attitude in this communication?
16. \_\_\_\_ Is the tone of your writing polite enough?
17. \_\_\_\_ Is your writing style too impersonal or too personal?
18. \_\_\_\_ Is there anything else that you might want to consider or check before you send this communication?