

Business Writing Checklist

	OK	Needs Work	Comments:
1. Is your purpose clear?			
2. Does the content meet your reader's needs? (Is there too much or too little information?)			
3. Is the organization effective?			
4. Is the tone effective?			
5. Is the information accurate and complete?			
6. Are the explanations and details adequate?			
7. Is the sentence structure appropriate?			
8. Is the word choice effective? Have you avoided outdated expressions?			
9. Are the transitions between statements clear?			
10. Is the format of the document correct?			

Adapted from:

Stewart, K.L. & Allen, M. E. (2000). *Forms of Writing: A Brief Guide and Handbook (3rd ed.)*.

Scarborough: Prentice-Hall Canada.