

# Business Writing Checklist

## INSTRUCTIONS

*Managers communicate about business through a daily stream of emails, status updates, reports, proposals, and other documents. Use this checklist to make sure your business writing reinforces your credibility and is ready to send.*

HAVE YOU...	YES	NO
1. Used simple and accessible language? Avoided business or technical jargon?	<input type="checkbox"/>	<input type="checkbox"/>
2. Been concise, saying only what you need to? Cut out unnecessary words? Eliminated repetition? Eliminated the obvious?	<input type="checkbox"/>	<input type="checkbox"/>
3. Been clear, saying precisely what you mean? Arranged your points in an order that is logical to the reader?	<input type="checkbox"/>	<input type="checkbox"/>
4. Been appropriately informal and avoided hyperformality?	<input type="checkbox"/>	<input type="checkbox"/>
5. Used the active voice where possible?	<input type="checkbox"/>	<input type="checkbox"/>
6. Kept your sentences short? Varied sentence length occasionally?	<input type="checkbox"/>	<input type="checkbox"/>
7. Kept your paragraphs tight and to the point?	<input type="checkbox"/>	<input type="checkbox"/>
8. Stated your objective early?	<input type="checkbox"/>	<input type="checkbox"/>
9. Put your conclusion first and your evidence second?	<input type="checkbox"/>	<input type="checkbox"/>
10. Emphasized major points?	<input type="checkbox"/>	<input type="checkbox"/>
11. Avoided sarcasm or any other inappropriate tone?	<input type="checkbox"/>	<input type="checkbox"/>
12. Spell-checked and edited your document?	<input type="checkbox"/>	<input type="checkbox"/>

*If you have answered “No” to any of the above questions, revise your writing until you can answer “Yes” to every question. Your writing reflects you.*