MARION MILITARY INSTITUTE

Electronic Mail (e-mail) Protocol

Before you press, "Send," review your work for the following:

☐ Does this e-mail message make sense? Are the actions clear and do they have "owners?"

☐ Does the e-mail message meet the P.A.S.S test?

    ☐ What is the **P**urpose of this communication?

    ☐ What **A**ction is involved and does it have a due date?

    ☐ What **S**upporting information does the recipient need?

    ☐ Has the communication been effectively summarized in the **S**ubject line?

☐ Is the message well written? Is it concise while providing enough data for appropriate action(s) or decision(s)?

☐ Do the links in the message work? Are necessary supporting attachments included?

☐ Is the e-mail message addressed to the most appropriate recipients (not too many and not too few) to accomplish specified or implied goals/objectives?

☐ Does everyone on the "To" line have an action to take?

☐ Has the message been reviewed for correct grammar, spelling, and use of jargon?