The Institute for Collaborative Learning

Writing production sample lesson: a complaint email

3. Self **revising the complaint email.**

Use the table below to revise your draft email. Check the corresponding column.

Revision checklist	My revision		
My complaint email...	Yes	No	Partially
includes the 6 parts of an email			
has 2-4 clear statements describing the issues			
includes 1-2 statements requesting replacement or full refund for the purchase of the wireless earphones			
has statements that start with capital letters			
includes the 6 parts of an email			

A. What did you notice while completing the prewriting, drafting and revision stages?

B. What does it mean to you?

LIVEWORKSHEETS