

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?