

## Email: Final draft

By yourself

- Revise your first draft based on the feedback from your partner.
- Send an email of your final draft to your teacher.

Pairs

- Here is the marking code for page 8.
- You can also use it to check your final draft.

✓	Peer/Self-Editing Checklist (▶ page 122)		
<input type="checkbox"/>	Subject	<input type="checkbox"/>	Capital letters <b>C</b>
<input type="checkbox"/>	Greeting	<input type="checkbox"/>	Punctuation <b>P</b>
<input type="checkbox"/>	Body	<input type="checkbox"/>	Apostrophes, personal pronouns <b>Gr1</b>
<input type="checkbox"/>	Closing	<input type="checkbox"/>	Singular/plural, count-non-count <b>Gr2</b>
<input type="checkbox"/>	Signature	<input type="checkbox"/>	Prepositions <b>Pr</b>
<input type="checkbox"/>	Paragraph format	<input type="checkbox"/>	Articles <b>Art</b>