

Cover email checklist



COMMUNICATIVE EFFICACY

- ☐ My ideas are clear, relevant, and focused on the job application (interest, suitability, interview request). 3
- ☐ My ideas are mostly clear and relevant, though one point could be explained better. 2
- ☐ Some ideas are unclear, incomplete, or not directly relevant to the task. 1
- ☐ My email does not communicate the required content. 0

COHERENCE AND COHESION

- ☐ My email is well organised (introduction, body, closing). I used connectors like *also*, *however*, *in addition*, *finally*. 3
- ☐ Generally clear organisation, though some parts could flow better. 2
- ☐ Hard to follow; ideas not clearly linked. 1
- ☐ No clear organisation. 0

VOCABULARY

- ☐ I used formal expressions and job-related vocabulary. (Examples: *"I am writing to apply for..."*, *"I believe I am a suitable candidate because..."*, *"My skills include..."*, *"I would welcome the opportunity to discuss this further in an interview."*). 3
- ☐ Some useful words, but repeated or too simple at times. 2
- ☐ Vocabulary very basic or sometimes too informal. 1
- ☐ Inappropriate words for the task. 0

ADEQUACY

- ☐ I used the correct register (formal and polite), the right format for an email (greeting, body, closing), an appropriate style, and the text is the right length (not too short or too long). 3
- ☐ Mostly adequate, but one element is weak (e.g. style too informal, or the text too short/long). 2
- ☐ Several problems with register, format, or length. 1
- ☐ The email is inappropriate in style or format. 0

GRAMMAR

- ☐ I used grammar correctly, with only small mistakes. (Examples: present perfect: *"I have gained experience in..."*; conditionals: *"If given the opportunity, I would..."*; modals: *"I can work under pressure."*) 3
- ☐ Some mistakes, but meaning is clear. 2
- ☐ Many mistakes that sometimes affect understanding. 1
- ☐ Serious errors make the message difficult to understand. 0