

Name _____

Period _____

Writing Business Letters

Directions: Please read page 1084 in your *Elements of Language* textbook. Fill in the note-taking guide below. Make sure to write down the definitions of **bolded** words.

Elements of Business Letter

The style and tone of a business letter are _____.

Focus on these elements whenever you write a business letter:

- Clarity

- Courtesy

- Style

- Tone

- Vocabulary

Format of Business Letter

If you are writing a letter, it is important to follow the proper _____ and conventional _____ for a business letter.

A business letter has these six parts:

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The example on page 108 uses the _____, in

_____ align at the left margin.