

Name: _____ Date: _____ Period: _____

Business Terms

H L S J Y I A S G O D Q S O K I C O N C I S E S
V P Q S Z Y L F X C T B A W U A C Y W T R N B X
M V X O S J J I I M M Z M D A E H R E T T E L B
B H N I E R E T K M I X H J Z O I R D S C H M S
G J F M X F J K R K B Z B G V A H Q P L J Q J R
M E R B U S I N E S S C O M M U N I C A T I O N
Z X S N O I T A L E R R E M O T S U C M F H E F
L L A Y L P E R H C J A T T E N T I O N L I N E
Y E N C L O S U R E N O T A T I O N E D O K W Q
Y P J L W V A V B Q R C H U M L B G N I D D A E
P H R J B J I D B W D K P U F E N M K R D L N U
O M I E N T Q B U S I N E S S L E T T E R I X T
C I U V M K L G N I C A L P E R O M Z L L O G N
N T R M T O M R E F E R E N C E I N I T I A L S
O M T D C T V J P Y U C I Z S S Q Y C T Z V Z K
B E Y V Q A T I G Y B A O R W C Q E F R B G D F
R M L E V K R B N Q Q O R U F U J W E P A D T Y
A O P I Z D Z B E G T H N O R B Q P F D H I A A
C R L Z A Y S J O A E U R H U T O X A W B Q K M
D A M S Q M R F C N P Y C S A R E Z A Z K S Q H
N N B J Y V E S T I C R H L T X X O S V D S M E
I D B G S I J A N U C O V S E K Y B U W Y H P H
L U O D A R D D P R B K P F Y A H H Z S V X S U
B M W Y J K G E H V F Q U Y R N R W E S G O X F

Business communication
customer relations
attention line
letterhead
reply all
reports
clear

reference initials
blind carbon copy
subject line
Memorandum
Courteous
Concise
Email

enclosure notation
Business Letter
carbon copy
replacing
removing
adding