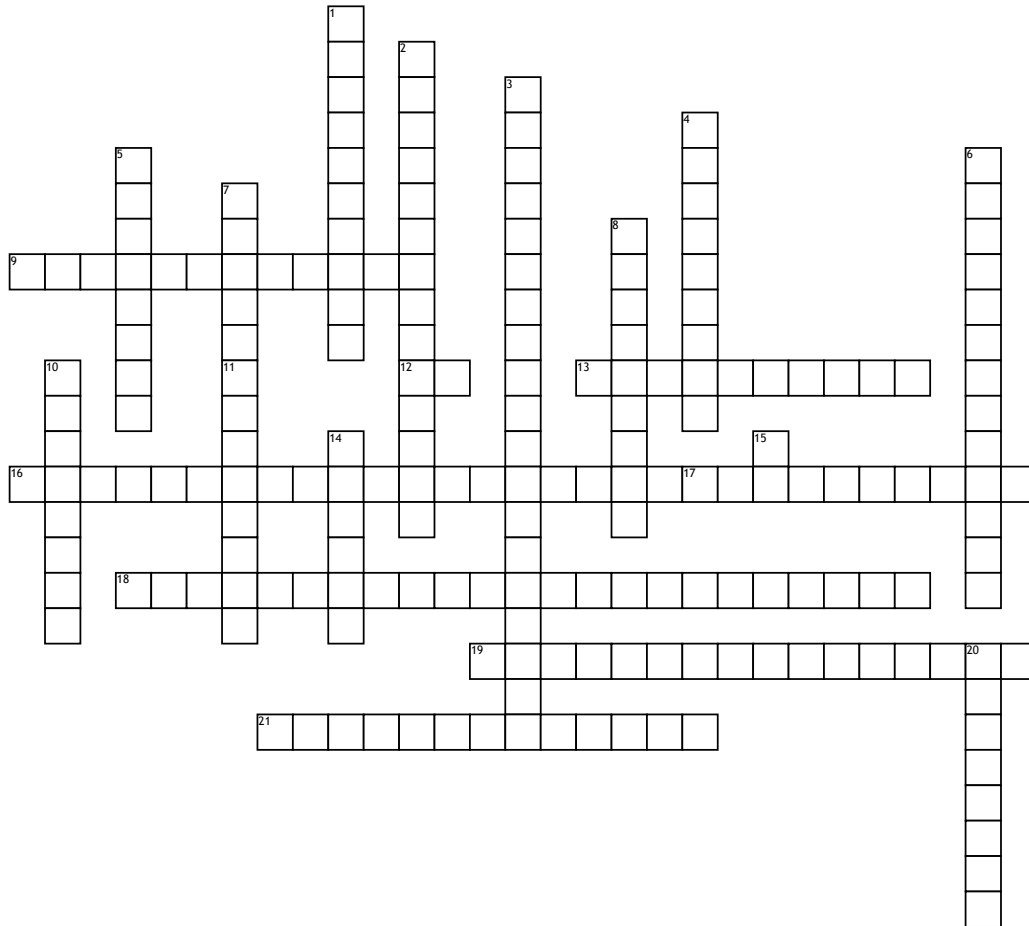


Business Writing



Across

- 9. Type of Scheduling: Patients are scheduled during the first half of an hour
- 11. Plural ending for terms ending in 'us'
- 12. Plural ending for terms ending in 'is'
- 13. Type of mail that weighs 1-70 pounds and are no more than 130 inches in length
- 16. Answers Questions concerning grammar and word usage
- 18. A dictionary of Medications
- 19. Type of resume that highlights your skills

- 21. Type of mail that guarantees that the item has been received

Down

- 1. Letters, postcards, invoices are what type of mail
- 2. Type of resume tailored for a specific job
- 3. Type of resume that highlights experience
- 4. Formal Letter that aligns everything to the left with no indentations
- 5. Health insurance for people with low income

- 6. Formal Letter in which the date and signature block are centered
- 7. Computer software that transcribes claims to all insurance companies
- 8. Provides synonyms to a word you are using
- 10. Type of scheduling: patients can walk in and be seen by a doctor
- 14. Outlines when practitioners are able to see patients
- 15. Plural ending for terms ending in 'a'
- 17. Plural ending for terms ending in 'um'
- 20. Health insurance for people 65 and older

Word Bank

- es
- Thesaurus
- Full Block
- ae
- i
- Targeted Resume
- Modified-block

- Chronological Resume
- Parcel Post
- Certified Mail
- Physician's Desk Reference
- Modified- wave
- a
- Functional Resume

- First-Class
- Medicaid
- Clearing House
- Medicare
- English Grammar and Usage Manuals
- Matrix
- Open Hour