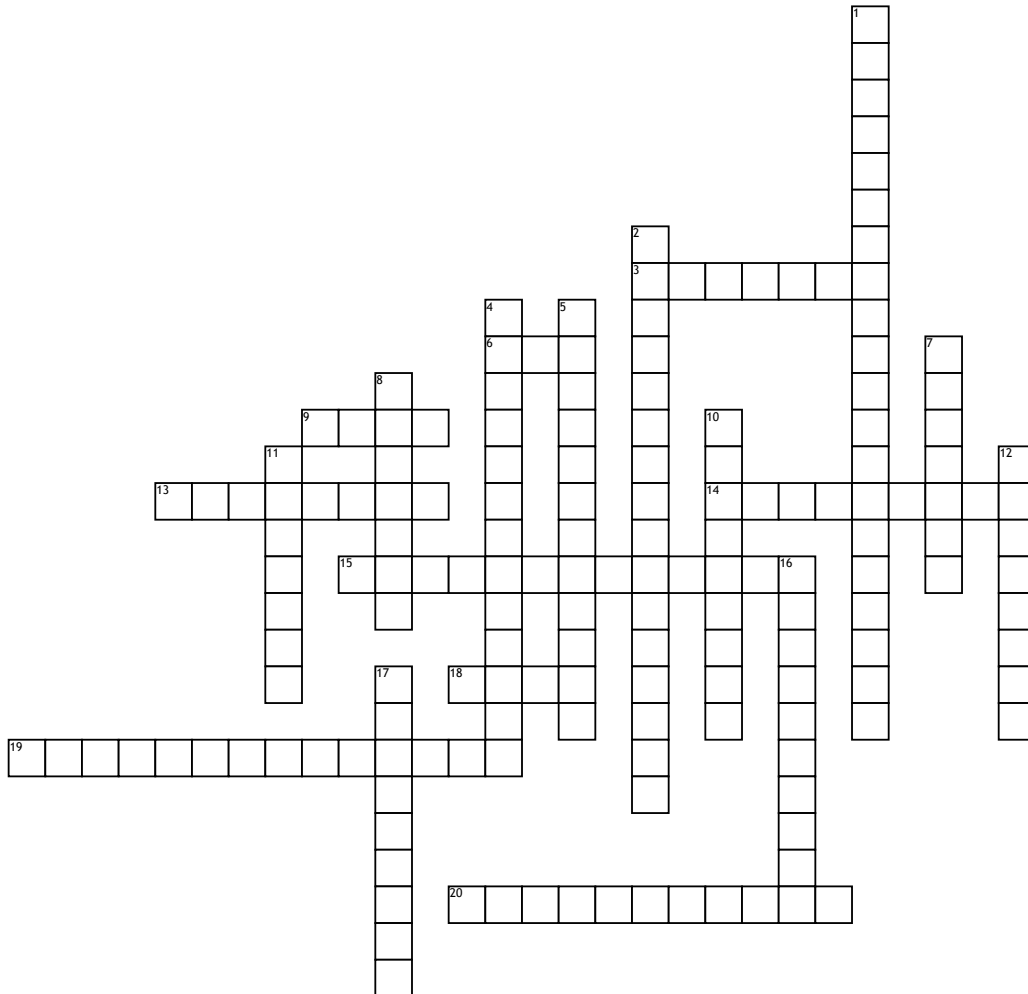


Name: _____

Date: _____

Business Writing



Across

3. list of products or services rendered that is used when billing for that product or service
 6. Optical character reader abbreviation
 9. single spaced lines of text that are part of a business letter
 13. underline or highlight key points
 14. describe nouns or pronouns, which one, how many, or what kind
 15. name and address of the person to who the letter is being sent
 18. person, place or thing
 19. the writer's name and business title found four lines below the complimentary closing

Word Bank

annotate
 editing
 simplified letter
 signature block
 clarity

invoice
 adjective
 OCR
 inside address
 statement

subject line
 modified block
 body
 consise
 proofreading

noun
 full block
 Complimentary closing
 template
 salutation

20. optional line of two to three words that appears three lines below the inside address of a business letter

Down

1. The closing remark of a business letter found two spaces below the last line of the body of the letter
 2. a modification of the full block which the salutation and closing are omitted
 4. a letter format which the dateline, signature block, complimentary closing and notations are aligned and begin at te enter or just to the right of the page
 5. checking a document for formatting, date and mechanical errors

7. Clearness in writing or stating a message

8. the process of ensuring that a document is accurate, complete, clear and free of errors
 10. Similar to and invoice; a summary of total amount owed including outstanding charges
 11. the use of no unnecessary word
 12. a guide that ensures consistency and accuracy
 16. a written greeting used at the beginning of a letter
 17. a letter format which all lines begin flush left