

Name: _____

Date: _____

CH 9 WRITTEN COMMUNICATIONS

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

INTEROFFICE MEMORANDUM

KEYBOARDED SIGNATURE

COMPLIMENTARY CLOSE

REFERENCE INITIALS

MIXED PUNCTUATION

OPEN PUNCTUATION

INSIDE ADDRESS

ATTENTION LINE

COPY NOTATION

SUBJECT LINE

SALUTATION

DATE LINE

EMAIL

BODY