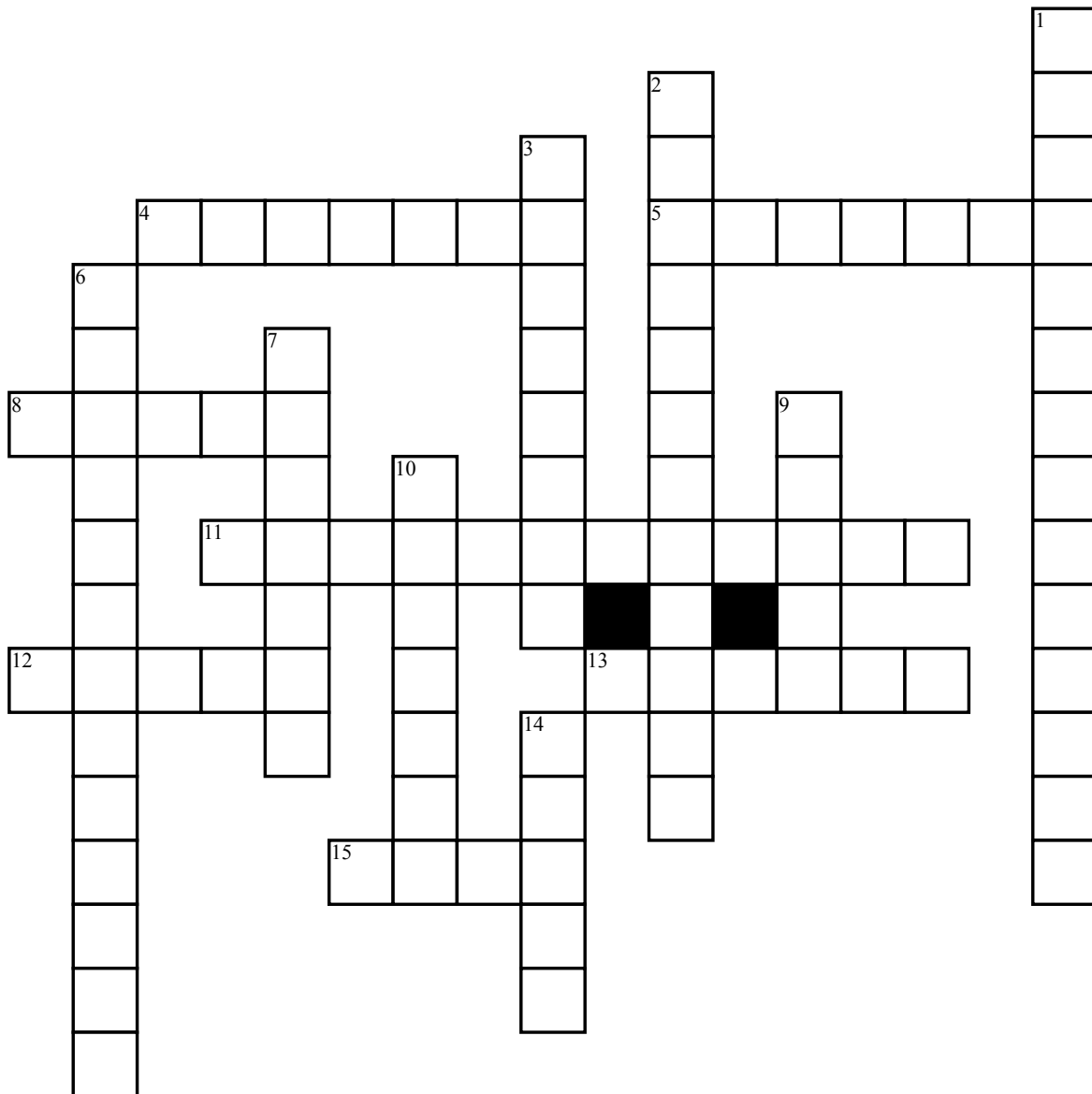


Effective Business Communication



Across

- 4.** more reader-friendly and concise way to say due to the fact that
- 5.** rules that are crucial to obey when writing in the workplace
- 8.** communication method preferred for time, convenience, and cost
- 11.** crucial final step when producing a written document for business
- 12.** more reader friendly and concise word for initial

13. to be most reader-friendly, business writing should be simple and

15. channel of communication used within your company

Down

- 1.** if you have errors in your business writing, readers will view you as:
- 2.** crucial for effective written communication
- 3.** work method conducive for sharing ideas and enhancing productivity

6. while some writing genres concentrate on impressing, arguing, or educating, business writing concentrates on:

7. primary goal in business writing

9. to avoid vague and word sentences, a writer should avoid using the passive:

10. when sentences are short and clearly written, business writing is:

14. more reader-friendly and concise word for pertain to