FBLA Business Communication Exam

Personal business letter

a letter written from an individual to a person, business, or organization

Return Address the address of the sender

Letterhead

a sheet of stationary with name and address of the organization printed at the top

Business letters

usually keyed on paper; contain a letterhead at the top of the page

Mailing Address

name and address of the business or person to whom the letter is being sent

Salutation

word of greeting used to begin a letter

Body

message of the letter

Complimentary Close

closing or farewell of the letter

Enclosure Notation

indicated that another doc is enclosed within a letter

Large Business Envelope

Size #10

Small Business Envelope

Size #6 3/4

Memos

written communications used to communicate information to individuals within a business organization

Memo Guide Words

TO, FROM, DATE, SUBJECT; should be keyed in bold, all caps, followed by a colon, and double spaced

Fbla Business Communications Study Guide

Linda D. Hall

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.1979

Resources in Vocational Education .1980 Resources in education .1991 **Resources in Education**, 1995 DPI **Publications Listing** Wisconsin. Department of Public Instruction, 1980 Business Education Index ,1987 An author and subject index of business education articles compiled from a selected list of periodicals and yearbooks published during **Peterson's Guide to Four-Year Colleges, 1995** Peterson's Guides, Inc, 1994-06 This year s edition of Peterson s bestselling guide features extended coverage of student life faculty and programs career planning services and financial policies in addition to the unparalleled detailed information on nearly 2 000 four year colleges that readers have come to Guide to Technical, Trade, & Business Schools 2001/2003 Mary Goodhue Lynch, 2001-10 The Student Guide expect to Mass Media Internships ,1985 **Business Education Forum** ,1996 The Business Education World John Robert Gregg, 1956 Business Education (UBEA) Forum, 1963 **Business Communication** Deborah C. Andrews, William David Andrews, 1988 Peterson's Guide to Two-Year Colleges 1997 Peterson's Guides Staff, Peterson's Guides, Peterson's, 1996-08-18 A reference guide to more than 1 500 community and junior colleges Lovejoy's College Guide Charles T. Straughn, II, Barbarasue Lovejoy Straughn, 1997 Unparalleled in its wealth of up to the minute college information Lovejoy s has been totally redesigned to make it easier to use Among its outstanding features are more than 4 200 listings a complete directory of two and four year colleges and universities admissions requirements an Career Curricular Index scholarship data and much more Free 3 5 disk **Encyclopedia of Business Information Sources** Linda D. Hall, 2008 Each updated edition of this detailed resource identifies nearly 35 000 live print and electronic sources of information listed under more than 1 100 alphabetically arranged subjects industries and business concepts and practices Edited by business information expert James Woy The Education Index ,1973 **WISCONSIN PUBLIC Current Index to Journals in Education** ,1973 **DOCUMENTS Volume 60 976** ,1977 Wisconsin Public Documents

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