

## **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 stationery 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 Intro To Business Communications Study Guide

**Minjie Lin**



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