

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

Michael Rajnik



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