

## PRE-TEST

Answer the following questions in detail.

1. What are the characteristics of language used in business writing?

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2. What are the main parts of a business letter?

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3. What are the most frequently used styles of business letters?

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4. What are the punctuation styles used in business writing?

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5. What are some types of business letters that you are familiar with?

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6. How is a memo different in style from a business letter?

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7. How are a formal and an informal invitation different?

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8. What is an agenda?

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9. What are the essential parts of minutes?

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10. What are some occasions for writing a news release?

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11. Why is it important that a good business writer master basic skills  
in mechanics and grammatical usage?

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*Almost no student or-professional ends a Day without having read or written something: he or she has, in fact, most likely done both. Students read textbooks, research articles, study outlines, and lab manuals and must write tests, essays, term papers, critiques, summaries, report, and eventually, letters of application. Professionals of all kinds face proposals, memos, committee minutes, reports, evaluations, computer printouts, and business letters. Because so much of life's important business (both personal and professional) is conducted by reading and writing, you can improve your chances of success if you improve your reading and writing skills now.*

*Jean Wyrick and Beverly J. Slaughter*

*The Rinehart Reader, 3.*