

CHAPTER 7 CONCEPT REVIEW WORKSHEET

Your Name _____

FORMATTING BUSINESS MESSAGES

- What are the 2 main parts of a memo and what does each part contain?
 - _____
 - _____
- If a memo is going to a group of people, in what order do you list the names?

- List some "Other Types of Internal Messages" besides memos.

- What are the 4 main parts of a business letter and what does each part contain?
 - _____
 - _____
 - _____
 - _____
- Write today's date in both styles
Business style _____
Military or European style _____
- List these parts of the reference lines in the correct order: copy notation, enclosure, reference initials.

- What are the 2 most common letter styles?

- What are the 2 punctuation styles? Which one is the most commonly used?

- What are the two most common envelope sizes for mailing letters? Which one is used most often by business organizations?

- How do you know whether to send a memo or a letter?
 - send a letter to _____
 - send a memo to _____
- List some differences between a letter and a memo:

Letter	Memo
_____	_____
_____	_____