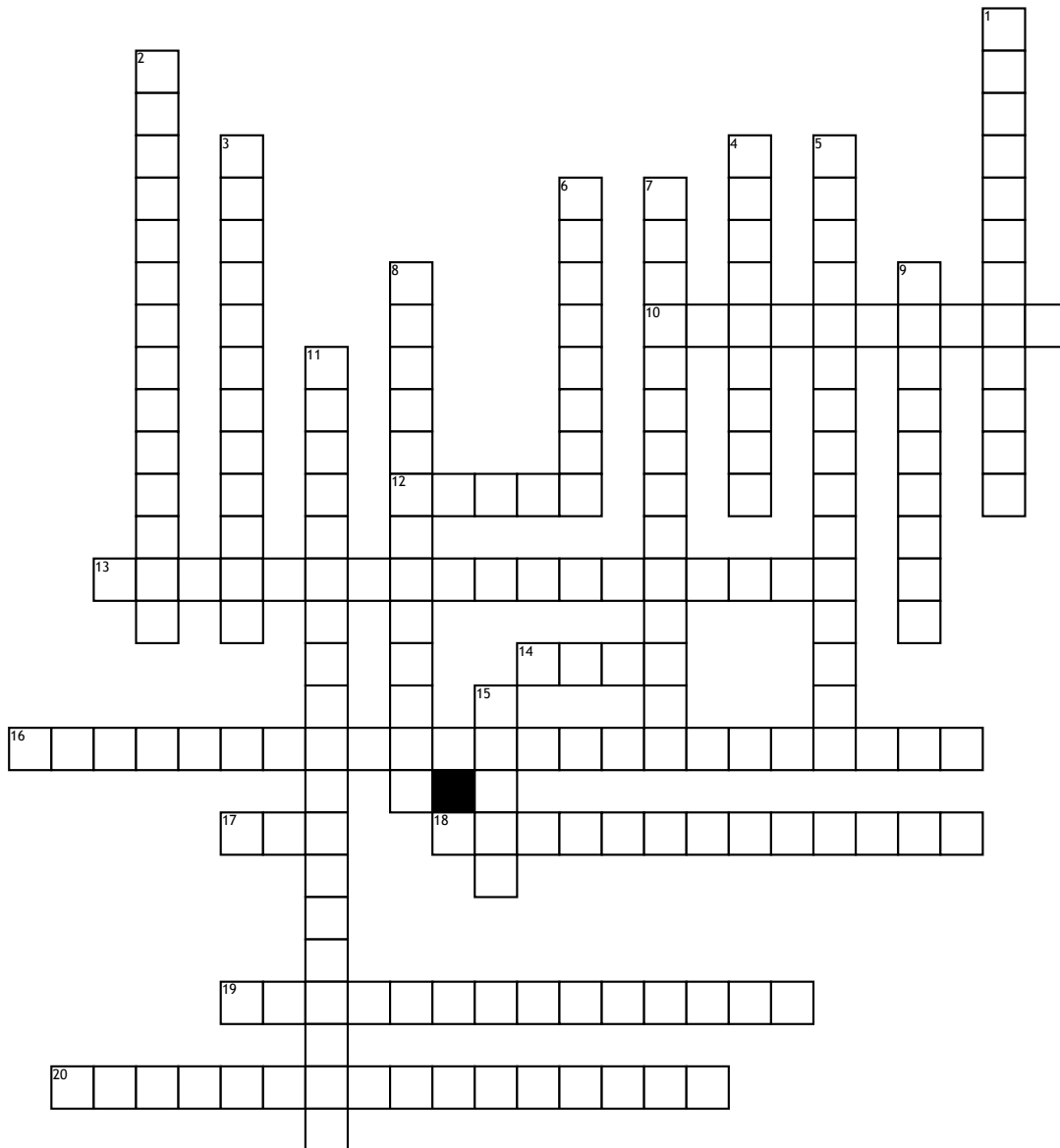


Name: _____

Date: _____

Business Writing



Across

10. What is the first thing on a business letter?

12. How many times is a business letter folded?

13. The style where the dateline, complimentary closing and signature block is aligned and begin in center?

14. Is in a business letter that is two lines below salutation

16. What is a dictionary of medications called?

17. Newest carrier we learned?

18. This mail offers a guarantee that the item was received

19. This mail usually contains letters, postcards, invoices

20. 3.5 X 5 is the size for?

Down

1. What is when someone thoroughly checks a document for errors?

2. The heading for a memo is all in?

3. Type of mail useful for heavier items that require quicker delivery?

4. What is the last thing in the business letter is applicable?

5. 6 X 11.5 is the size for?

6. To underline or highlight key points of a letter?

7. The style where all lines flush left?

8. What should the line above the city, state, and zip code contain?

9. A book that provides synonyms for words?

11. What is the quickest USPS service?

15. Another example of a mail carrier?