

Name: _____

Date: _____

Features of text

P H T Z W N E N I L D A E H D M O
Q F S G N I D A E H B U S W D Q B
V F M S N D A M Y N C T A B F Q V
O O B N G P T A V O T D C X T I C
Y N Q U O I E W L D D A B Y V D A
N G H P L B V U A R L E A F L E T
A I P P P L M Q E K D Y D L N L J
L S M L A N E S L P Q K K D J F P
F I U Y S R S T E L C I T R A B O
I J A W J E G N P M E B R E T H R
T Q E M S C K A T O R D R X M I R
F Z B D E Z Y Q R N I H W Q H R E
Z O T C E J B U S A L N H Z U E T
S T R A P L I N E L P L T S T P T
E D E M A I L A D D R E S S U O E
E C R S R S Z Z S P E E C H R R L
S A L U T A T I O N G C T M V T L

Bullet points

Email address

Subheadings

Salutation

Paragraph

Strapline

Headline

Sign off

Address

Article

Columns

Leaflet

Subject

Letter

Report

Speech

Email

Date