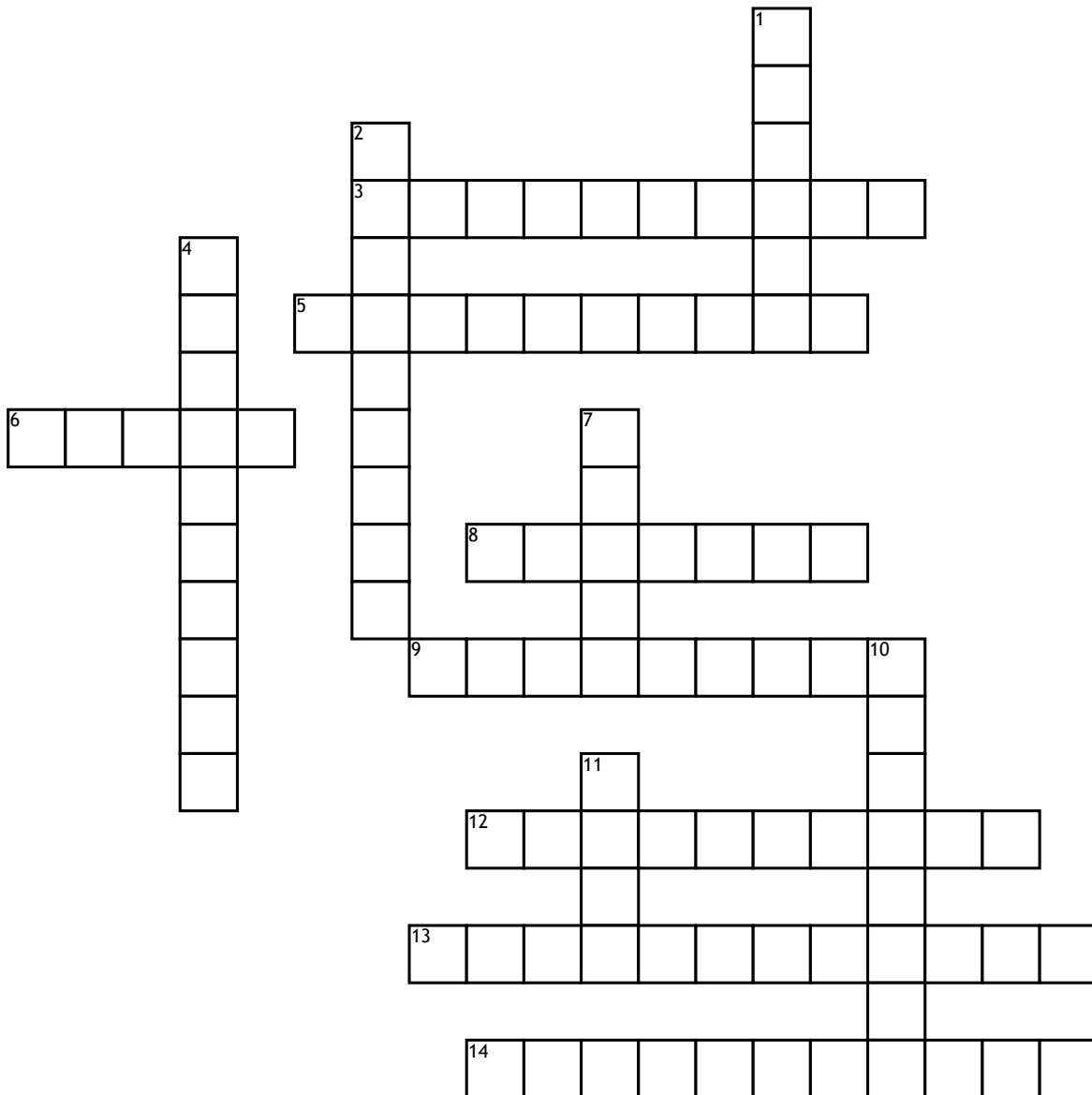


Formal letter techniques!



Across

3. Frequently, secondly, after only three days are all examples of...

5. When you do not know the reader personally, the letter is signed off with 'Yours _____'

6. The address of the person writing the letter goes on the...

8. What do proper nouns, including 'Apple' (the company) always need to begin with?

9. What 'P' is a more formal word for 'bought'?

12. What kind of questions are sometimes used in formal letter writing?

13. Don't, it's, haven't and can't are all examples of...

14. What technique are brackets, commas and dashes often used for?

Down

1. What does the second part of a de:de sentence (after the colon) give?

2. A different topic is usually introduced at the start of a new...

4. Highly-reputable, well-constructed and state-of-the-art examples of what kind of word?

7. What 'T' is the name of an introductory sentence?

10. What does the first 'de' in a de:de sentence stand for?

11. Which side of the page does the reader's address go?