

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **Business Communication**

Instructions: Answer numbers 1-4 on the lines provided.

1. What are the 5 C's of business writing?

\_\_\_\_\_

2. List the stages of preparing a document.

\_\_\_\_\_

3. Give two examples of common writing tasks in an office.

\_\_\_\_\_

4. What is proofreading?

\_\_\_\_\_

5. Match the proofreading marks on the left with the words on the right by writing the correct number from column A on the line in column B.

<b>A</b>	<b>B</b>
1. ≡	i. _____ lowercase
2. <i>lc</i>	ii. _____ insert
3. /	iii. _____ new paragraph
4. ^	iv. _____ capitalize
5. ○	v. _____ add space
6. #	vi. _____ lowercase
7. ¶	vii. _____ bold
8. _____	viii. _____ insert period