

BUSINESS LETTER WRITING: VOCABULARY

MATCH.

RECIPIENT
TO PRECEDE
GENDER
FORMAT
TO ALERT SOMEONE
PREVIOUS
CORRESPONDENCE
BRIEF
CONCISE
ENTIRE
HESITATE
THESAURUS
PROOFREAD

TO GET SOMEONE'S ATTENTION
TO READ TO FIND MISTAKES
SHORT
SOMEONE WHO RECEIVES
A BOOK THAT SHOWS SIMILAR WORDS
'NEXT' IS THE OPPOSITE
WHOLE
MALE OR FEMALE
WRITTEN COMMUNICATION
TO GO FIRST
USING JUST ENOUGH WORDS
TO WAIT (because you are not sure)
THE USUAL FORM OF A THING

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IS THE WORD USED CORRECTLY?

Each sentence uses one of the words above.

- Click YES if it is used correctly.
- Click NO if it is used incorrectly.

I was not the intended recipient , so I wrote "Return to sender" on the envelope.	YES	NO
After she finished class, she preceded to do her homework.	YES	NO
If you see a crime, alert the police immediately.	YES	NO
My airplane made a brief stop in Calgary before going to Vancouver.	YES	NO
My children slept for the entire airplane ride.	YES	NO
Use fewer words and your writing will be more concise .	YES	NO
I'm coming! Hesitate for me!	YES	NO
I didn't know the definition, so I looked in the thesaurus .	YES	NO
Format language sounds more polite.	YES	NO
People usually learn to proofread in Grade 1.	YES	NO