BUSINESS LETTER WRITING: VOCABULARY

MATCH.

RECIPIENT	TO GET SOMEONE'S ATTENTION
TO PRECEDE	TO READ TO FIND MISTAKES
GENDER	SHORT
FORMAT	SOMEONE WHO RECEIVES
TO ALERT SOMEONE	A BOOK THAT SHOWS SIMILAR WORDS
PREVIOUS	'NEXT' IS THE OPPOSITE
CORRESPONDENCE	WHOLE
BRIEF	MALE OR FEMALE
CONCISE	WRITTEN COMMUNICATION
ENTIRE	TO GO FIRST
HESITATE	USING JUST ENOUGH WORDS
THESAURUS	TO WAIT (because you are not sure)
PROOFREAD	THE USUAL FORM OF A THING

LIVEWORKSHEETS

BUSINESS LETTER WRITING: VOCABULARY

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

LIVEWORKSHEETS