

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.

A	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