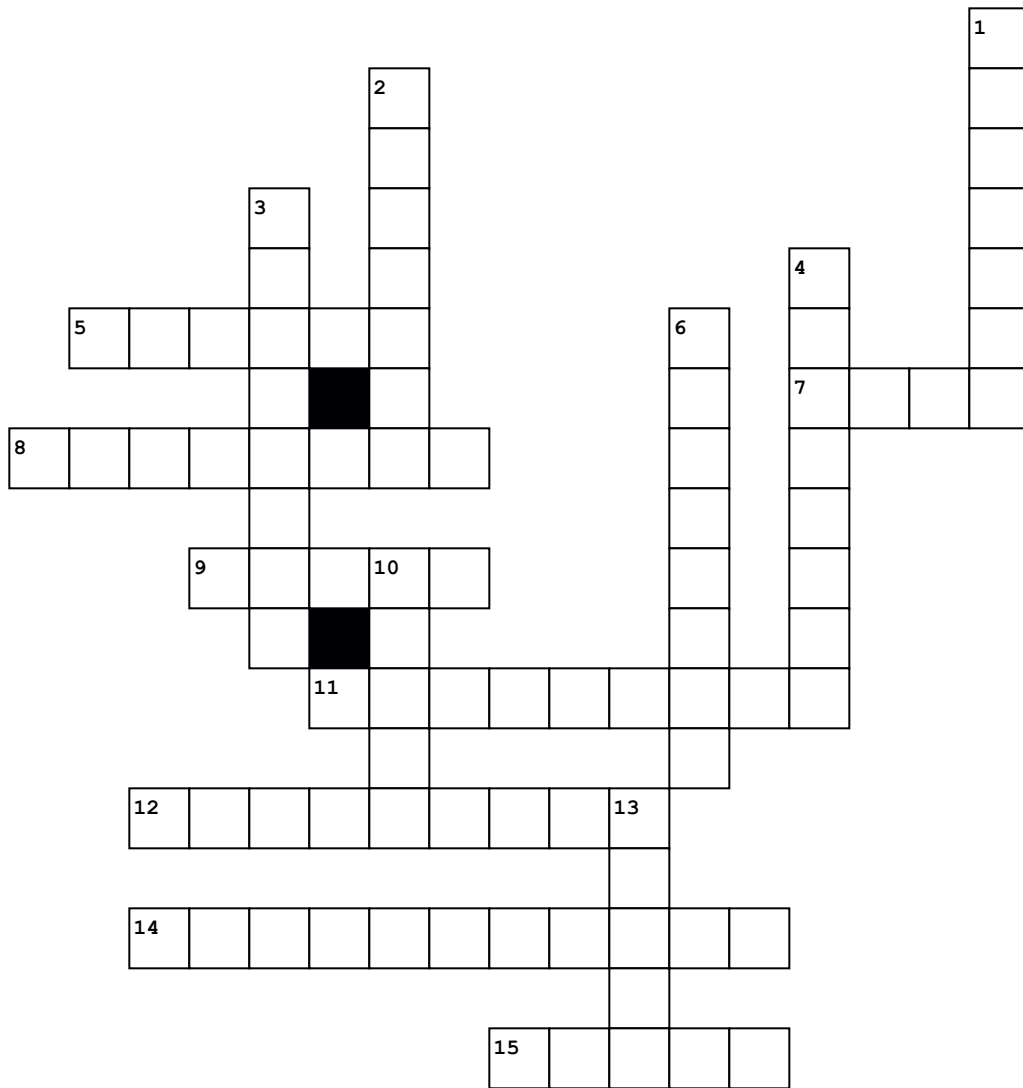


Written Correspondence: Emails and Letters



Across

- 5. to use good manners or language
- 7. Only use 12 point _____ when sending business letters.
- 8. To apply for a job, use this type of letter.
- 9. formal format for business letters
- 11. Don't send emails when you are angry or feel e_____.
- 12. A person's name written or typed at the bottom of correspondence.
- 14. to share or exchange information, news, or ideas
- 15. punctuation used after a greeting on a business letter

Down

- 1. The _____ line on an email is short and tells what the email is about.
- 2. The _____ address is written near the top of a business letter.
- 3. To write to someone you know well, use this type of letter.
- 4. an everyday type of friendly language
- 6. Example: Dear John,(also known as a salutation)
- 10. punctuation used after a closing
- 13. electronic mail