

315-1 Corresponding with Other Human Service Agencies

Guide to Handouts

Section I

- No Handouts required

Section II

- Handout #1- Business Letter Writing: General Rules (2 pages)
- Handout #2- More Persuasive Letters (2 pages)
- Handout #3- Parts of a Business Letter(2 pages)
- Handout #4- Business Letter Example Turnepp County (2 pages)
- Handout #5- Letter Styles and Stationery Choices (2 pages)
- Handout #6- Proofreading Checklist (1page)

Section III

- Handout #7- Thinking Clearly and Logically (2 pages)
- Handout #8- Paragraph Checklist (1 page)

Section IV

- Handout #9- Action Plan (2 pages)