

PRACTICE WRITING A LETTER

- ✓ Review the general rules of writing business correspondence
- ✓ Consider how to make your letter more persuasive
- ✓ Include the parts of a business letter
- ✓ Make choices on stationery and use
- ✓ Put more "personality" into your letter
- ✓ Consider the content of a good letter. Any trendy expressions?
- ✓ No topic? Ask the Trainer.