

## Chapter 8 Communication Skills

### Discovery Project Worksheet

**Directions** Most business writing is in the form of letters, e-mail, memos, and reports. Each of these formats follows its own specific rules of style. Read the list of common written business formats. Then write the letter(s) of the most appropriate format(s) for each example on the line.

- a. Letter
- b. Business Report
- c. E-mail
- d. Employee Handbook
- e. Memo
- f. Company Newsletter
- g. Brochure

- \_\_\_\_\_ 1. confirmation of a business transaction
- \_\_\_\_\_ 2. the announcement of newly hired employees
- \_\_\_\_\_ 3. an invitation to the company's annual Fall Festival
- \_\_\_\_\_ 4. an announcement to clients about a charity event
- \_\_\_\_\_ 5. meeting notes
- \_\_\_\_\_ 6. data about the year's sales
- \_\_\_\_\_ 7. explanation of benefits and company policies
- \_\_\_\_\_ 8. new product promotion
- \_\_\_\_\_ 9. formal offer of employment
- \_\_\_\_\_ 10. results of a year-long project
- \_\_\_\_\_ 11. an announcement of a temporary road closure outside the office building
- \_\_\_\_\_ 12. company phone directory
- \_\_\_\_\_ 13. an announcement of the birth of an employee's baby