

University of Applied Material

Business Writing Skills

Business writing are various methods for effectively communicating through language and writing.

Complete the following chart to identify the purpose and structure of the various business writing used in business writing. Provide an example for writing each type of business writing.

Business writing	Purpose	Structure	Sign
Memorandum	Memorandum is used to let a writer share business news or ideas. The memorandum should be clear, concise, and to the point.	The memorandum format has a clear header, the memorandum body, and the memorandum footer. This is an important part of the memorandum. It is written in a clear, concise, and to the point style.	There is often a heading and a date of writing in each memorandum.
Memorandum	Memorandum is used when the writer wants the reader to consider or understand the writer's point of view using evidence.	The writer will start by explaining the situation with the writer's evidence. The writer will then explain the situation and then present the writer's evidence.	The writer will use evidence that is appropriate to the situation. The writer will use evidence that is relevant to the situation. Depending on the situation, the writer will use evidence that is relevant to the situation.
Description	Description is used to describe a situation or object. The description should be clear, concise, and to the point. Typically, the writer will describe a situation or object using specific details.	The structure of a description is to describe the situation or object. The description of the situation or object should be clear, concise, and to the point. The description should be written in a clear, concise, and to the point style.	The writer will use evidence that is relevant to the situation. The writer will use evidence that is relevant to the situation. The writer will use evidence that is relevant to the situation.