

University of Applied Material

Business Writing Skills

Business writing is a critical method for effectively communicating through language and writing.

Complete the following chart to identify the purpose and structure of the various business writing used in academic 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 specific structure. The memorandum should be organized in a clear, logical order. This is an example of a memorandum: a study that begins to end.	There is often a heading and a date of writing in each memorandum. The date is often in the top right corner, and the subject is often in the top left corner.
Memorandum	Memorandum is used when the writer needs to provide information or a report to the writer.	The memorandum is often organized with the writer's name at the top, followed by the subject and the date. The memorandum is often organized in a clear, logical order.	The memorandum is often organized in a clear, logical order. The date is often in the top right corner, and the subject is often in the top left corner.
Description	Description is used to describe a subject or object. It is often used in business writing to describe a product or service.	The structure of a description is often organized in a clear, logical order. The description is often organized in a clear, logical order.	The description is often organized in a clear, logical order. The date is often in the top right corner, and the subject is often in the top left corner.