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arly and textbook contributions to the teaching of business and technical writing." Charles T. Brusaw was a faculty member at NCR Corporation's Management College, where he developed and taught courses in professional writing, editing, and presentation skills for the corporation worldwide.

THE BUSINESS WRITER'S HANDBOOK Ninth Edition

A Quick Guide to Business Letter Writing (Cont.) 2 Circle True or False. 1. A letter written by an employee of a company will probably be written on letterhead. TF 2. The reference is a sentence that states the purpose of the letter. TF 3. The inside address is the address of the person writing the letter. TF 4. The salutation should always end in a colon. TF 5.

A Quick Guide to Business Letter Writing

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