



## Preparing Business Documents

### ASSESSMENT # 3

Total Marks: 30

Answer the following questions:

1. Briefly explain following types of letters. (10)
  - a. Requests for information
  - b. Letters of reference (recommendation)
  - c. Letters of refusal
  - d. Letters of persuasion
2. What will you include for setting up a business case? (10)
3. Write down different parts of a formal report? (10)