

## Writing Business Letters

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### Assignment 9

**Total Marks: 30**

Q:1: Short Questions:

(21)

- I. Outline the steps involved in writing effective business letters.
- II. What are the six parts of a business letter?
- III. Outline the characteristics of persuasion letters.

Q:2: When you are writing a “No” letter what are the guidelines you should keep in mind?

(9)