**Topic 4-2 Assignments**

**Reviewing the Topic – Page 148**

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1. When creating the first or draft copy of a document what four factors should you consider to help focus your writing?

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1. Describe the three categories of messages common in business correspondence.

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7. What letter parts should be included in every business letter?

10. What is the purpose of a memo? How does it differ from a letter?

11. For what purposes are e-mail messages used?

13. Define desktop publishing.

14. What is print resolution? How does it relate to clarity of printed material?

15. List 5 guidelines to follow when creating desktop published documents.

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