



Preparing Business Documents

ASSESSMENT # 3

Total Marks: 30

Answer the following questions:

1. Briefly explain the following types of letters: (10)
 - a. Requests for information
 - b. Letters of reference (recommendation)
 - c. Letters of refusal
 - d. Letters of persuasion
2. What would you include when setting up a business case? (10)
3. Describe the various parts of a formal report. (10)