**Purposeful Reading**

**CHAPTER THREE READING – Business Letters**

1. Turn to page WD167. Read the plan ahead box and at the bottom of the page. Please fill in the definitions for the key words below.

|  |  |
| --- | --- |
| The ***date line*** Includes ….. | The ***inside address*** includes…. |

|  |  |
| --- | --- |
| A ***salutation*** is…… | The ***message*** is formatted by…… |

|  |  |
| --- | --- |
| Examples of a ***complimentary close*** include… | A ***signature block*** is**…..** |