**BUSINESS CORRESPONDENCE**

**Ex. 1 Fill in the blanks with suitable words.**

1. Business letters serve as a/an ............................. in case of dispute in business transactions.

2. It is ..................... for the businessmen to remember all facts without correspondence.

3. Business letters build ................... for a businessman.

4. Business letters are written to .................... information.

5. Business letter is the most .................... mode of communication.

**Ex. 2 Define whether the following statements are true or false.**

1. Letter is a form of written communication.

2. Through business letters personal contact can be maintained between the buyer and the seller.

3. Business letters lead to decline the goodwill of the firm.

4. Business letter is a convenient and economic mode of communication.

5. Business letters do not help in removing misunderstanding between buyers and sellers.