

PRINCIPLES OF BUSINESS & FINANCE

1.03 KEY TERMS

Format	The way a document is laid out on the page, the way it looks and is visually organized, and it addresses things like font selection, font size and presentation etc.
Criteria	The standard by which something is judged or assessed.
Revision Process	The focus is on your ideas, organization and determine if it is necessary to rearrange paragraphs and sentences in order to more effectively make your ideas clear(er) to your audience.
Logical Sequencing	The order of events or things that makes sense.
Effective Transitions	It enables the main idea(s) and important points in an essay to flow together.
Carbon Copy [CC]	Use this field in an email when you want to send the message other recipients.
Blind Carbon Copy [BCC]	When you place email addresses in this field those addresses are invisible to the recipients of the email.
Subject Line	The introduction that identifies the emails intent.
Business Correspondence	The process of communicating between organizations, within organizations or between customers and the organization.
Memo	Normally used for communicating policies, procedures, or related official business within an organization.
Templates	A file that serves as a starting point for a new document.
Editing	The stage of the writing process in which you work to improve a draft by correcting errors and making words and sentences clearer, more precise, and as effective as possible.
Restraint	The act of holding something back.