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Excellence in Business Communication, Fourth Canadian Edition, 4/E John V. Thill, Communication Specialists of America Courtland L. Bovee, Professor of Business Communication, C. Allen Paul Distinguished Chair, Grossmont College Ava Cross, Ryerson University

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Excellence in Business Communication, 12e (Thill/Bovee) Chapter 5 Writing Business Messages 1) Which of the following statements that would appear in a business message best reflects the "you" attitude? A) You failed to enclose a check for \$25. B) We need a check from you for \$25 so that we can send the merchandise by May 15.

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