Business Writing Cheat Sheet (Theory Only)

1. Business Communication Essentials

Business Writing is **formal, professional, clear, and concise.**
 Structure of Business Writing:
- **Heading:** Includes sender's address and date.
- **Salutation:** Formal greeting (Dear Sir/Madam).
- **Body:** Clear, direct content with logical flow.
- **Closure:** Polite ending (Yours sincerely, Best regards).

2. Types of Business Documents

(A) Circular

Purpose: Used for internal announcements, policy updates, promotions.
Example Use: "Holiday Announcement", "New Company Policy".
Key Features:
- Direct & formal.
- No personal address, sent to multiple people.
    Example Format:

```
[Company Name]
[Circular No.]
[Date]

Subject: [Topic]

Dear Employees,
[Body – Purpose of the circular, important details]

Sincerely,
[Authorized Person]
[Designation]
```

(B) Agenda

Purpose: List of topics to be discussed in a meeting.
Format:

```
AGENDA
[Organization Name]
[Date & Time of Meeting]
[Location]

1. Call to Order
2. Approval of Previous Minutes
3. New Business
4. Discussion on [Topic]
5. Closing Remarks
```

(C) Memoranda (Memo)

Purpose: Internal communication for policies, updates, or instructions.
Format:

```
MEMO
[Company Name]
To: [Recipient Name]
From: [Sender Name]
Date: [Date]
Subject: [Topic]

[Body – Clear and concise information]

Sincerely,
[Sender Name]
[Designation]
```

(D) Notice

Purpose: Public/official announcement for employees, students, or general audience.
Example Uses: Meeting notification, exam schedules, policy changes.
Format:

```
NOTICE
[Institution/Company Name]
[Date]

Subject: [Topic]

[Body – Important details, time, venue, etc.]

[Signature]
[Designation]
```

(E) Instruction

Purpose: Provide clear **step-by-step guidelines**.
Example Uses: Operating a machine, employee procedures, software guidelines.
Format:

```
INSTRUCTION MANUAL
[Title]
1. Step 1
2. Step 2
3. Step 3
4. Safety Precautions
```

(F) Minutes of Meeting

Purpose: Official **record of discussions and decisions** made in a meeting.
Format:

```
Minutes of Meeting
[Organization Name]
[Date, Time, Venue]

1. Meeting Called to Order
2. Attendance
3. Discussion Topics
   - [Topic 1]
```

```
    - [Topic 2]
4. Decisions Made
5. Next Steps
6. Meeting Adjourned
```

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3. Email Writing

Purpose: Official, professional communication.
Format:
```
To: [Recipient Email]
Cc/Bcc: [Other Recipients]
Subject: [Concise Topic]

Dear [Recipient Name],

[Introduction – Purpose of email]
[Body – Details and necessary action]
[Conclusion – Summary or call to action]

Best regards,
[Your Name]
[Your Designation]
```

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4. Report Writing

Purpose: Formal documents analyzing events, data, or activities.
Types:
- **Official Report:** Business analysis, project progress.
- **Demi-Official Report:** Less formal, used between officials.
    Format:
```
[Report Title]
Submitted by: [Author Name]
Date: [Date]

1. Introduction
2. Objectives
3. Findings
4. Analysis
5. Conclusion
6. Recommendations
```

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5. Official & Demi-Official Letters

Applying for Loans (Education, Car, Home Loan):
```
[Your Name]
[Your Address]
[Date]

To,
[Bank Manager]
[Bank Name]
[Branch Address]

Subject: Request for [Loan Type] Loan
```

Dear Sir/Madam,
[Body – Loan amount, reason, documents attached]

Sincerely,
[Your Name]
   Joining Report (New Job/Company):
To,
[HR Manager]
[Company Name]

Subject: Joining Report

Dear Sir/Madam,
I am pleased to inform you that I am joining [Position] at [Company] on
[Date].

Sincerely,
[Your Name]
   Leave Letter (Sick Leave, Casual Leave, Vacation):
To,
[Manager's Name]

Subject: Leave Request

Dear [Manager's Name],
I request leave from [Date] to [Date] due to [Reason].

Sincerely,
[Your Name]
   Industrial Visit Request:
To,
[Company Manager]

Subject: Request for Industrial Visit

Dear Sir/Madam,
I request permission for students from [Institution] to visit [Company] on
[Date].

Sincerely,
[Your Name]
   In-plant Training Request:
To,
[HR Manager]

Subject: Request for In-plant Training

Dear Sir/Madam,
I am a student of [Institution] and request in-plant training at your company.

Sincerely,
[Your Name]
   Letter to the Editor (Opinion, Complaint, Awareness):
To,
The Editor,
[Newspaper Name]

```
Subject: [Topic]

Dear Sir/Madam,
I wish to express my views on [Issue].

Sincerely,
[Your Name]
```
   Request for Quotation:
```
To,
[Supplier Name]

Subject: Request for Quotation

Dear Sir/Madam,
Please provide a quotation for [Products/Services].

Sincerely,
[Your Name]
```
   Placing an Order:
```
To,
[Supplier Name]

Subject: Purchase Order

Dear Sir/Madam,
We wish to place an order for the following items:
[List of items]

Sincerely,
[Your Name]
```
   Letter of Complaint:
```
To,
[Customer Service Manager]

Subject: Complaint regarding [Issue]

Dear Sir/Madam,
I am writing to formally complain about [Issue] and request a resolution.

Sincerely,
[Your Name]
```
   Letter Seeking Clarification:
```
To,
[Recipient Name]

Subject: Clarification Required on [Topic]

Dear Sir/Madam,
I request further information regarding [Topic].

Sincerely,
[Your Name]
```

6. Resume, Job Application, Bio-Data, CV

Resume: Concise 1-2 page document focusing on skills, work experience.
CV (Curriculum Vitae): Detailed document listing education, achievements, research.
Bio-Data: Personal details, mainly used in **government jobs & marriage proposals**.
Format for Job Application Letter:

```
[Your Name]
[Your Address]
[Date]

To,
[Hiring Manager]
[Company Name]

Subject: Application for [Job Position]

Dear Sir/Madam,
I am writing to apply for [Position] at [Company]. [Brief introduction].

[Body – Qualifications, Experience, Why You're Suitable]

I have attached my resume for your consideration.

Sincerely,
[Your Name]
```

Resume Format:

```
[Your Name]
[Contact Information]

1. Objective
2. Education
3. Work Experience
4. Skills
5. Certifications
6. References
```

Key Takeaways

Business Writing must be professional, concise, and structured.
 Emails and Letters follow a formal tone and clear purpose.
Reports, Circulars, and Notices convey information systematically.
Resume, CV, and Job Applications showcase professional qualifications.

This **Business Writing Cheat Sheet** covers **formal letters, reports, emails, resumes, and business communication essentials.** Let me know if you need further explanations!