

Q. Ans. 1 → 7C Explain

1) Consideration - Visualize reader's circumstance, problems, emotions, and desires etc.

2) Courtesy - We should be courteous and polite during business writing.

3) Clarity → We should be clear and specific in the letter.

4) Concreteness → A good business letter always provides concepts and information.

5) Correctness → The fact mentioned must be true and correct.

6) Conciseness → Use only necessary details and short sentence.

7) Completeness → Provide complete information in the letter.