

Student Name: \_\_\_\_\_

Period: \_\_\_\_\_

Date: \_\_\_\_\_

## BUSINESS DOCUMENT COMPONENTS

**Directions:** Classify each component listed below according to the document in which it belongs. Documents will be used more than once and components may be classified by more than one document. The first one has been done for you as an example.

Agenda (**Ag**)

Minutes (**Min**)

Report (**Rpt**)

Business Letter (**BL**)

Personal Business Letter (**PBL**)

Résumé (**Res**)

Memo (**Mem**)

Table of Contents (**ToC**)

	Component		Component
<b>Res</b>	Activities and Interests		Topics and subtopics included in a document
	Call to Order		Old Business
	Complimentary Close		Parenthetical citations
	Copy notation		References of colleagues and employers
	Education (history)		Return Address
	Employment (history)		Salutation
	Endnotes/footnotes		Subject Line
	Headings TO, FROM, DATE, SUBJECT		Time, topics, and location of a meeting
	Inside Address		Title page
	Message		Unfinished Business
	New Business		Works cited
	Objective		Writer's signature block