

Student Name \_\_\_\_\_ Date: \_\_\_\_\_ Period \_\_\_\_\_

## WHAT DO YOU KNOW ABOUT BUSINESS DOCUMENTS?

**Part I Directions:** Test your knowledge by labeling the four business documents. A list of terms is provided at the bottom of this document.

<p>1.</p> <div style="text-align: center; padding: 10px;">                 Revised Bloom's Taxonomy                  Peer Review Committee                  May 27, 2009                  NC DPI             </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">8:30 a.m.</td> <td style="width: 60%;">Welcome and Introductions</td> <td style="width: 25%;">John</td> </tr> <tr> <td>9:00 a.m.</td> <td>Overview of Blueprints</td> <td>Mary J</td> </tr> <tr> <td>10:00 a.m.</td> <td>Break</td> <td></td> </tr> <tr> <td>10:15 a.m.</td> <td>Unpacking the Content</td> <td>Claudi</td> </tr> <tr> <td>11:30 a.m.</td> <td>Activities and Objectives</td> <td>Blade</td> </tr> <tr> <td>1:00 p.m.</td> <td>Lunch and Adjournment</td> <td>Claudi</td> </tr> </table>	8:30 a.m.	Welcome and Introductions	John	9:00 a.m.	Overview of Blueprints	Mary J	10:00 a.m.	Break		10:15 a.m.	Unpacking the Content	Claudi	11:30 a.m.	Activities and Objectives	Blade	1:00 p.m.	Lunch and Adjournment	Claudi	<p>2.</p> <div style="text-align: center; padding: 10px;">                 NORTH CAROLINA SOCIETY                  FOR THE PREVENTION OF CRUELTY TO ANIMALS                  May 8, 2009             </div> <p>Opening: The regular meeting of the NCSPCA was called to order at 6:00 p.m. on May 8, 2009 in Raleigh by Don Adams.</p> <p>Present: Mary Watson, Justin Bates, John Smith, Alice Black, Judy Young, Frank Zayne, Donna Cotton, Mike Patterson, Dennis Motel</p> <p>A. Approval of Agenda The agenda was unanimously approved as distributed.</p> <p>B. Approval of Minutes The minutes of the previous meeting were unanimously approved as distributed.</p> <p>C. Open Issues Mary Watson reported on the Adoption Committee's progress and brought to the table the issue of mandatory spay and neuter of all adoptions. Donna Cotton offered to present workshops on dog training as a way to generate money and goodwill with the community.</p> <p>D. New Business Discussion was led by Don Adams regarding representation of the NCSPCA at the upcoming city commissioner's meeting.</p> <p>E. Agenda for Next Meeting Adoption and Foster Committee reports</p> <p>Adjournment: Meeting was adjourned at 9:00 p.m. by Don Adams. The next general meeting will be at 6:00 p.m. on August 25, 2009 in Raleigh.</p> <p style="text-align: right;">Submitted by: Dennis Motel</p>
8:30 a.m.	Welcome and Introductions	John																	
9:00 a.m.	Overview of Blueprints	Mary J																	
10:00 a.m.	Break																		
10:15 a.m.	Unpacking the Content	Claudi																	
11:30 a.m.	Activities and Objectives	Blade																	
1:00 p.m.	Lunch and Adjournment	Claudi																	
<p>3.</p> <div style="text-align: right; padding: 5px;">                 May 4, 2008             </div> <p>Holiday Inn 300 Hillsborough Street Raleigh, NC 26589</p> <p>To Whom It May Concern:</p> <p>During my recent stay in your lovely hotel, I was highly impressed by the cleanliness of the rooms and quality of the food. The hospitality of hotel staff was outstanding. Thank you for doing such a great job in showing your appreciation of your guests and I look forward to my next visit.</p> <p style="text-align: right;">Sincerely</p> <p style="text-align: right;">Mrs. Mary Jones</p>	<p>4.</p> <div style="text-align: right; padding: 5px;">                 May 4, 2008             </div> <p>TO: Mike Ward, President</p> <p>FROM: Cecelia Barnes, Consultant</p> <p>SUBJECT: PRODUCT RECALL</p> <p>Due to the recent crisis involving tainted pet food products supplied by your company, we will no longer require your advertising services. Although I regret having to sever our relationship, we at Animals Are Us must keep the public's safety as our main priority.</p>																		

**Key Terms:**

- Agenda
- Business Letter
- Minutes
- Memo