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This quiz will test the student's ability to format personal business letters.
<http://www.proprofs.com/quiz-school/story.php?title=personal-business-letter-quiz>

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All it takes is two minutes to take the Business Letter Format Test and find out how much you know about the test and the characters in the test.

<http://www.quizmoz.com/tests/Miscellaneous-Tests/b/Business-Letter-Format-Test.asp>

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http://www.cvcc.edu/Student_Services/Testing_Center/Placement_Testing.cfm

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<http://studyzone.org/testprep/ela4/n/friendlyletterl.cfm>

Welcome to Keyboarding - District Home Page -

(authors of our keyboarding book) Quiz #5 - Formatting Business Letters. 9 Weeks Study Guide. 2. 9 Weeks Test Review. 3.

http://www.ms3.org/rwd/faculty/b_sutton/keyboarding

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JumpStart Games Online Safety Guide; Business Letters. Writing a business letter can be a bit tricky the without spending too much time worrying about format.

<http://www.jumpstart.com/common/business-letters>

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<http://www.barnesandnoble.com/w/ccds-exam-study-guide-fran-jurcak/1112270752?ean=9781601469182>

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<http://www.lz95.org/assets/1/6/KeyboardingFinalExamStudyGuide1.DOC>

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<http://www.sparknotes.com/economics/>

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<http://eric.ed.gov/?id=ED314752>

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and how important it is to follow the formal business letter format. Hand out Business Letters are a guide etiquette lesson

<http://www.moneyinstructor.com/lesson/businessletter.asp>

Office Proficiency Assessment and Certification (-

Office Technology majors are required to take the Office Proficiency Assessment and Certification (OPAC) test the last semester before graduation.

<http://www.southwest.tn.edu/office%5Fadmin/OPAC/>

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