

Match up the text type with the definition and the organisational features.

Definitions

<p>This is sent to another firm or person, to make an enquiry, say you have received something, or to give information</p>	<p>A short way of giving information to someone working in the same company</p>
<p>An electronic method of sending messages via a computer</p>	<p>Printed information (sometimes folded) for free mass distribution</p>
<p>A quick, clear way of getting people to give you information</p>	<p>This is used to leave a message, usually written, for someone who isn't there</p>
<p>A quick way of getting people's opinions</p>	<p>List or bullet points of information on how to carry out a task</p>

Text types

Formal letter	Questionnaire
Memo	Note
Leaflets	Email
Form	Instructions

Organisational features

Bullet points	Headings include 'subject'
Includes yes/no tick boxes	Ends 'Yours faithfully' or 'Yours sincerely'
Informal language	Information intended to be read by many people
Sender's address included	Dated
Could include pictures	Pre-set format

Answers

This is sent to another firm or person, to make an enquiry, say you have received something, or to give information	Formal letter	<ul style="list-style-type: none"> • ends 'Yours faithfully' or 'Yours sincerely' • dated • pre-set format.
A short way of giving information to someone working in the same company	Memo	<ul style="list-style-type: none"> • headings include 'subject' • dated
An electronic method of sending messages via a computer	Email	<ul style="list-style-type: none"> • sender's address included
Printed information (sometimes folded) for free mass distribution	Leaflet	<ul style="list-style-type: none"> • could include pictures • information intended to be read by many people
A quick, clear way of getting people to give you information	Form	<ul style="list-style-type: none"> • pre-set format
This is used to leave a message, usually written, for someone who isn't there	Note	<ul style="list-style-type: none"> • informal language
A quick way of getting people's opinions	Questionnaire	<ul style="list-style-type: none"> • includes yes/no tick boxes
List or bullet points of information on how to carry out a task	Instructions	<ul style="list-style-type: none"> • bullet points