

# Business Writing Check List

The following are general guidelines. Please refer to the instructions provided by your instructor for clarification. If no specifications are mentioned, the following can be used:

## Fonts

- Font usage should be consistent throughout the document.
- Font size should be consistent throughout the report. Headings can have larger texts, but need to be consistent for all headings.
- Simple font (e.g., Times New Roman, Calibri, or Cambria) should be used.
- Font sizes 11 points or 12 points are acceptable.

## Numbers

- Numbers 1 to 10 are spelt out in business writing.
- Numbers 11 and onwards are used in numeric form.
- Percentages in text are to be spelt out as “percent.” The symbol “%” is to be avoided.

## Spacing

- Spacing should be consistent across a report.
- Line spacing of 1.5 is acceptable, unless otherwise specified.

## Other

- All acronyms should be spelt out and identified before being used in a report; e.g.: United Nations (UN).
- The ampersand (& ) should not be used in place of the word “and.”
- All other guidelines for academic writing apply as normal.

**N.B.** Save your report in 2003 word compatibility mode, besides saving it in Word 2007. If you are sending a report to an external client, they may not have the latest version of MS Office.