**Chapter 8: Mechanics Review**

Turn to page 157 in your Business English textbook. Complete the REVIEW EXERCISES. Proofread the letters for errors in punctuation, capitalization, abbreviation, and use of numbers. Then retype each letter below with the needed corrections.

**Review Exercise A**

**Review Exercise B**

**Review Exercise C**

**Review Exercise D**

**Review Exercise E**

**✓ Check your answers on pages 358 & 359 after you finish**