

# Formal Composition Mastery

Chapter 3: Formal Composition Mastery · Topic 2

## Key Concept

Formal composition is a structured way of writing that follows a specific format. It is used in various fields like business, education, and government. The key elements of formal composition are: Introduction, Body, and Conclusion.

The introduction should be clear and concise, stating the purpose of the document. The body should be well-organized and easy to read. The conclusion should summarize the main points and provide a clear ending.

Formal composition is a skill that is essential for success in many careers. It is a skill that can be learned and improved with practice.

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## Quick Revision Notes

- Formal composition is a structured way of writing that follows a specific format.
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## Practice Questions

- Write a formal letter to your school principal regarding the school's cleanliness.
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