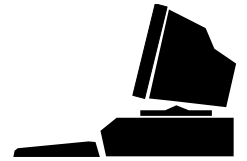

Computer Keyboarding



Northwest Middle School, 1606 Geer Highway, Travelers Rest 29690

September 14, 2001

Middleburg Bakery, Inc.
1482 South Poe Street
Omaha, NE 68121

Ladies and Gentlemen

Our class has decided to conduct a project to raise money for two needy families. One suggested project was to sell several types of cakes during the holiday season. We would like to offer two or three types of seasonal cakes in decorated cans.

Please send us information on the types of cakes and containers that you supply. It would be most helpful if various price options could be included with the discounts available for different quantity purchases.

We need to make a decision at our next meeting, and we look forward to receiving your price quotes as soon as possible.

Sincerely yours

Orangejello Jackson
Class Representative

jr

**BUSINESS LETTER
FULL BLOCK, OPEN PUNCTUATION
Study Sheet**

Definitions:

Full block – All lines start at the left with no indentations.

Open Punctuation - There is no punctuation **after** the greeting or the complimentary close.

Single space (SS) – Text on every single line: no blank lines.

Double space (DS) – Text on every second line: every other line is blank.

Triple space (TS) - Text on every third line: two blank lines between text.

Quad space (QS) – Text on every fourth line: three blank lines between text.

Spacing for the business letter:

The major parts of the letter are single spaced (inside address, paragraphs)

The major parts are separated from each other by one blank line (double space).

There are two (2) exceptions: quad space (3 blank lines) after the date and quad space (3 blank lines) after the closing.

The reference initials are lower case with no punctuation and are the initials of the person who typed the letter.

RECAP:

Parts of the letter.

Date: followed by three blank lines

Inside address: single spaced, followed by one blank line

Greeting: no end punctuation (open punctuation), followed by one blank line

Body: single spaced, each paragraph followed by one blank line (do not indent paragraphs)

Closing: no end punctuation (open punctuation), followed by three blank lines

This is the signature space.

Writer's name/ position: followed by one blank line

Reference initials: lower case (initials of the person typing the letter), no punctuation

Proofread your letter and make any corrections.

The entire letter needs to be centered on the page. That is, there needs to be the same amount of space above the date as there is below the last line.