

TYPING A BUSINESS LETTER

USING BLOCK FORMAT

Skills:

- Creating a new document
- Block letter format
- Formatting text (spacing and skipping lines)
- Formatting Page (Margins)
- The date feature
- Typing text in block letter form
- Choosing appropriate font and font size
- Spell check & Grammar check
- Saving a document
- Printing a document

Formatting Hints!

- **One space** between words and after commas.
- **Two spaces** after each sentence.
- Use **Enter** only to start a new paragraph or skip a line.
- The symbol ¶ means to begin a new paragraph. (Press RETURN twice.)

Microsoft Word Exercise #1

1. Create a new Word document. [Start > Programs > Microsoft Word]
2. Read the letter in Exercise #1 before typing. This letter explains how to write a letter using the block format.
3. Type the letter **Exercise #1** using 1 inch margins.
4. Press the enter key to skip lines as directed in the exercise between each part of the letter.
5. Proofread when finished. Check your spelling, grammar, punctuation, capitalization, & spacing.
6. SAVE the document in you're My Documents folder; name it "**block1 + Your Full Name**"
7. Preview your work and PRINT the document (Be sure it is only one page)
8. Close the document window

Microsoft Word Exercise #2

1. Complete Exercise #2 using the same format and instructions as Exercise #1.
2. SAVE as "**block2 + Your Full Name**".

***The challenge is to transform the text in Exercise #2 into the block letter format.**

Exercise 1

802 South Caroline Street
Baltimore, Maryland 21231

Margins need to be 1”
on the left, right, top, and bottom.

Skip 2 lines (press Enter 3 times)

October 20, 2004

Mr. Steve Glickman
President
Glickman, Glickman & Glickman
123 Business Letter Way
Tempe, Arizona 85281

Skip 1 line (press Enter 2 times)

Skip 1 line
between
paragraphs

Dear Mr. Glickman:

When you use the block form to write a business letter, all the information is typed flush left, with one-inch margins all around. First provide your own address, then skip two lines and provide the date, then skip two more lines and provide the inside address of the party to whom the letter is addressed. If you are using letterhead that already provides your address, do not retype that information; just begin with the date. For formal letters, avoid abbreviations where possible and use correct spelling, grammar and punctuation.

Skip another line before the salutation, which should be followed by a colon. Then write the body of your letter as illustrated here, with no indentation at the beginnings of paragraphs. Skip lines between paragraphs. After writing the body of the letter, type the closing, followed by a comma, leave 3-4 blank lines, then type your name and title (if applicable), all flush left. Sign the letter in the blank space above your typed name. Now doesn't that look professional?

Sincerely,

Skip 1 line (press Enter 2 times)

Your Name Here
Administrative Assistant

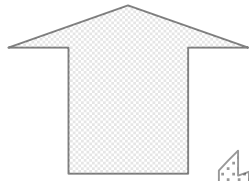
Skip 4 lines (press Enter 5 times)

Sign your full name

Save as...**block1 + Your Name**

Exercise 2

Your Address Today's date Editor *The Baltimore Sun* 501 N. Calvert Street Baltimore, MD 21278 Editor: I would like to respond to an issue that is using much newsprint lately in *The Sun*: the lack of suitable parking in downtown Baltimore. ¶ The photograph accompanying the editorial of September 21 highlights one reason there is a problem: It shows a surface lot. ¶ Surface lots are the bane of most downtowns. They take up space that could be used for redevelopment. The hunger for flat lots leads to the needless destruction of less-than-Class A office space. It leads to the desertification of a downtown. Just look at places like Oklahoma City, Detroit, or even Atlantic City. ¶ As one recent letter stated, the solution can be gleaned by looking at Pittsburgh. It indeed has a program of free shuttles from usable surface lots on the downtown periphery. It also has almost no surface lots in the core downtown. ¶ What it does have downtown are very profitable parking garages. Many are developed and managed by private concerns. They provide steady, lower-skilled jobs, a bonus for any major American city that has a dearth of job opportunities. ¶ The city and the Pittsburgh Downtown Improvement District encourage this solution through an enlightened program of lowering taxes on buildings and raising taxes on all land. Fewer government checks are cut in the name of economic development. ¶ Aside from lessening the need to search for taxpayer-funded abatements, exemptions, and programs, taxing land values could lessen Baltimore's need to spend time and money working with business, which can, if given the chance and left alone, usually take care of itself. The resources saved could be better spent on the problems of our less high-profile—but essential—neighborhoods and schools. Sincerely, Your Name



Reformat this text
into block format

Save as...**block2 + Your Name**

802 South Caroline Street
Baltimore, Maryland 21231

October 18, 2004

Editor
The Baltimore Sun
501 N. Calvert Street
Baltimore, MD 21278

Dear Editor:

I would like to respond to an issue that is using much newsprint lately in *The Sun*: the lack of suitable parking in downtown Baltimore.

The photograph accompanying the editorial of September 21 highlights one reason there is a problem: It shows a surface lot.

Surface lots are the bane of most downtowns. They take up space that could be used for redevelopment. The hunger for flat lots leads to the needless destruction of less-than-Class A office space. It leads to the desertification of a downtown. Just look at places like Oklahoma City, Detroit, or even Atlantic City.

As one recent letter stated, the solution can be gleaned by looking at Pittsburgh. It indeed has a program of free shuttles from usable surface lots on the downtown periphery. It also has almost no surface lots in the core downtown.

What it does have downtown are very profitable parking garages. Many are developed and managed by private concerns. They provide steady, lower-skilled jobs, a bonus for any major American city that has a dearth of job opportunities.

The city and the Pittsburgh Downtown Improvement District encourage this solution through an enlightened program of lowering taxes on buildings and raising taxes on all land. Fewer government checks are cut in the name of economic development.

Aside from lessening the need to search for taxpayer-funded abatements, exemptions, and programs, taxing land values could lessen Baltimore's need to spend time and money working with business, which can, if given the chance and left alone, usually take care of itself. The resources saved could be better spent on the problems of our less high-profile—but essential—neighborhoods and schools.

Sincerely,



Sign your full name

Steve Glickman