

Goal Setting Letter: Using Block Letter Format

Skills:

- Creating a new document
- Block letter format
- Formatting text (spacing and skipping lines)
- The date feature
- Typing text in block letter form
- Spell & Grammar check
- Saving a document
- Printing a document
- Closing document & Quitting application

Instructions:

You will write (type) a formal letter to yourself emphasizing what you hope to accomplish during the school year. Your letter must include at least three paragraphs: introduction, body and conclusion.

Address these questions in your letter:

- How will you improve yourself as a student this year?
- What grades do you plan to earn this year?
- How will you improve yourself as a person this year?
- What are your behavioral goals for the year?
- How will you contribute to the Crossroads community or the community-at-large this year?
- What else would you like to accomplish this year?

Formatting criteria:

- Font: Times New Roman
- Font Size: 12-point
- Line Spacing: Single
- Letter Type: Block

Process:

1. CREATE a new Word document. [Dock > Microsoft Word]
2. SAVE the file into your folder before continuing. [File > Save as > "letter_yourname.doc"]
3. READ the sample letter to learn how to write a letter using the block format.
4. TYPE the letter following the formatting criteria displayed in the sample.
5. PROOFREAD. Check spelling, grammar, punctuation, capitalization & spacing.
6. SAVE the document AGAIN!
7. PREVIEW your work (Be sure it is only one page in length).
8. PRINT the document.
9. Quit Word when finished.

SAMPLE

802 South Caroline Street
Baltimore, Maryland 21231

Address From

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

April 17, 1972

Skip 2 lines
(press Return
3 times)

Formatting Hints:

- *One space between words and after commas.
- *Two spaces after sentences.
- *Use RETURN only to start a new paragraph or skip a line.

Mr. Steve Glickman
Technology Studies Teacher
802 South Caroline Street
Baltimore, Maryland 21231

Address To

Dear Mr. Glickman:

Skip 1 line (press Return 2 times)

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?

Write at least three paragraphs. Your final paragraph should be your conclusion paragraph. You may write more than three paragraphs, but write three paragraphs at minimum.

Sincerely,

Your Signature Here (blue or black pen)

Skip 4 lines (press Return 5 times)

Your Name Here (Typed)
Crossroads Student

Save as...letter_yourname.doc