

GOAL SETTING LETTER: Using Block 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 before continuing. [File > Save as > “letter + Your Name”]
3. READ the sample letter before typing. This letter explains how to write a letter using the block format.
4. TYPE the letter following the formatting criteria displayed in the sample.
5. PROOFREAD when finished. Check spelling, grammar, punctuation, capitalization & spacing.
6. SAVE the document in your folder; name it “letter + Your Name”
7. PREVIEW your work (Be sure it is only one page).
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.

September 1, 2112

Skip 2 lines
(press Enter 3
times)

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.

Mr. Steve Glickman
President
Glickman, Glickman & Glickman
123 Business Letter Way
Baltimore, Maryland 21231

Address To:

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 aligned 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?

Remember to organize your writing into three sections including the introduction, the body and the conclusion. The introduction should let the audience know your purpose for writing the letter. The body should contain all of your specific ideas that you are sharing with the audience. The conclusion should remind the audience of the purpose of the letter. Finally, remember to proofread your letter before finishing. A letter with mistakes sends the message that you do not care about quality.

Sincerely,

Your Signature Here

Skip 1 line (press Enter 2 times)

Your Name Here
Crossroads Student

Skip 4 lines (press Enter 5 times)