

Name _____

Date _____

Objective 2.4.0.5

Letters with Special Parts

GOAL

Letters with Special Parts builds upon Objective 2.4.04, Mailable Business Letters and Memorandums, adding special letter parts and displayed material within the body of a letter. This objective will introduce you to the many different types of special letter parts and to the common use of displayed material found in typical business letters.

The use of special letter parts does vary from office to office. Always follow the standard of the office you are working in. This objective will prepare you for an office where a clear standard may not be communicated. You can also use the *Handbook for Office Workers* (HOW) as a reference for any special letter parts not covered in this objective.

Upon completion of this objective, you should be able to type mailable business letters that include:

- special letter parts (e.g., addressee and delivery notations, attention lines, subject lines, enclosure notations, copy and blind copy notations, and additional notations).
- displayed material such as tabulated tables, boxed tables, short or long quotations, and numbered or bulleted lists within the body of the letter.

LEARNING ACTIVITIES

Review and memorize the following information.

1. Where to Type the Date

There are two locations in a letter for the date: at the left margin used in block style and starting at the center used in both modified-block style—standard format and in modified-block style—with indented paragraphs. The date is typed on line 2 inch or 3 lines below the lowest part of the letterhead.

2. Typing a Name and Title in the Inside Address

The inside address of a business letter should have relatively even line endings (that is, a line that does not "stick out" compared to the other lines in the inside address). See the three correct examples used with the **addressee's title**—the business title of the person the letter is sent to—on the next page. When typing the addressee's title, use the example that makes the line endings the most even.

Examples of Typing a Name and Title:

Mr. Rob Monroe, Director
Northern Sales, Incorporated

Mr. Howard Metcalf
Assistant Sales Manager
The Computer Company

Mrs. Vanessa G. Spencer
President, ACME Company

Examples of Using Long Company Names:

When typing a company name, keep the line ending from "sticking out". In order to do this, you will need to type part of the company name on one line, move to a new line, indent two characters, and type the rest of the company name.

Incorrect:

Ms. Mary Formunie
Branch Manager
First National Bank of Anchorage
P.O. Box 30
Anchorage, AK 99504

Correct:

Ms. Mary Formunie
Branch Manager
First National Bank
 of Anchorage
P.O. Box 30
Anchorage, AK 99504

3. **Quoted material** of three lines or more—within the body of a letter—is *indented ½ inch from each margin*. Leave 1 blank line before and after the long quote.

4. **Typing Closing Lines**

The company name should not be in the closing lines **unless** it is company policy to put it there. Typing it again is repetitious when the company name is located in the letterhead. If the company you work for wants its name in the closing, type it as follows:

Yours truly, ↓2

THE DONUT COMPANY

 ↓4

John Baker, President

	Yours sincerely,	↓2
	MONROE COMPANY	
		↓4
	Sandra Monroe	
		↓2
urs		
Enclosure		
c: JoAnne McIntyre		
Daniel Ronson		

2 spaces after colon and set a tab for the names that will receive copies

5. Typing the Writer's Identification

The *writer's identification* (the name of the person writing the letter) can be typed in one of many forms:

The name only:	Jean R. Smith
The name and title:	Jean R. Smith Supervisor
The name and department:	Jean R. Smith Accounting Department
The name, title, and department:	Jean R. Smith Supervisor Accounting Department
	OR
	Jean R. Smith, Supervisor Accounting Department

6. Postscript

A postscript is used to emphasize an idea or add an idea that was unintentionally left out of the body of the letter. The postscript is keyed at the bottom of the letter.

A postscript is treated just like any other paragraph in the letter. If you indented the paragraphs of a letter, indent the postscript. If you blocked the paragraphs of a letter, block the postscript. Use **PS** or **P.S.** to abbreviate postscript.

See the example on the next page.

urs
Enclosure

P.S. Don't miss your opportunity to enroll early in the
Business & Office Technology program.

7. **Attention Line**

Use an attention line to direct a letter to a certain person within a business or organization. It is typically used when the writer does not know the person's name. Type the attention line as the second line of the letter address. This format allows the address on the letter and the address on the envelope to be in the same order.

The salutation always agrees with the first line of the letter address. When using an attention line, the salutation is *Ladies and Gentlemen*.

Alaska Cable Television
Attention Program Director
1242 Valleywood Drive
Anchorage, AK 99503-9987

Ladies and Gentlemen:

8. **International Addresses**

Type the name of a foreign country in all caps on a separate line at the end of the address.

Ms. Monique LaCroix
508 Main Street
Toronto, Ontario M5J 2M2
CANADA

9. **On-Arrival Notations**

On-arrival notations—such as *Confidential* or *Personal*—should be typed on the second line below the date, at the left margin. Type the on-arrival notation in all

caps. Press the Enter key 2 times to begin the inside address.

November 15, 20—

CONFIDENTIAL

Mr. Walter D. Drennon
2408 Strickland Place
Pensacola, FL 32506

Dear Mr. Drennon:

10. **Subject Lines**

A subject line indicates what a letter is about. It is typed below the salutation at the left margin, preceded and followed by 1 blank line. The term **Re** or **In re** may be used in place of **Subject**.

Mr. Fred E. Esposito
P.O. Box 889
Seward, AK 99664

Dear Mr. Esposito:

Subject: Spring Break

Spring Break for the coming school year will be held on the last Thursday and Friday in November...

11. **BC Notation**

A blind copy (*bc:*) notation is used when the addressee is not intended to know that one or more other persons are being sent a copy of the letter. Type the *bc* notation on the file copy at the left margin on the second line after the last item in the letter. When preparing the letter with a blind copy, print one copy of the letter; then add the blind copy notation and print another.

Ken Werner, CIO

urs

c: Fred Courier

bc: John Goudy

12. Delivery Notation

Type a delivery notation on the line below the enclosure notation (if used) or on the line below the reference initials. A delivery notation comes before a copy notation.

<p>Ken Werner, CIO</p> <p>urs</p> <p>Enclosure</p> <p>By fax</p> <p>c: Mr. John Goudy</p>

Assignment

Using Microsoft Word, type the following business letters with special parts and/or displayed material.

IMPORTANT REMINDER: Follow the rules found in this handout. If you have any questions, ask an Instructor. Save all your work into your **Typing** folder. Follow the instructions below carefully! **Print letters on Business & Office Technology letterhead unless instructed otherwise in the directions below.**

	Special Instructions:
Letter 1	Type the business letter in modified block style—standard format. Do not use letterhead for this letter. Save the letter as 2405-letter1 in your <i>Typing</i> folder.
Letter 2	Type the business letter in block style—standard format. Save the letter as 2405-letter2 .
Letter 3	<p>Open letter 2405-letter2 and make the following changes.</p> <ul style="list-style-type: none"> Delete the on-arrival notation and the subject line. Insert <i>Independent School District 17</i> as a company name in the closing lines. Do not print this letter on letterhead. A delivery notation is needed; Mr. Hagg wants the letter sent by Priority Mail. Print the letter. Save the letter as 2405-letter3. Add a blind copy notation; send the copy to Mrs. Allison B. Schlee, Attorney-at-Law. Print the letter. Save the letter as 2405-letter3, blind copy.
Letter 4	Type the business letter in block style—standard format. Use a tabulated table within the body of the letter for the names and titles. Center the table between the margins. Use 10 spaces between columns. Send a copy of the letter to Mrs. Nancy DeRuwe and to Mr. Ken Werner. Save the letter as 2405-letter4 .
Letter 5	Type the business letter in block style—standard format. Use a tabulated table within the body of the letter. Use a decimal tab for the dollar amounts in column two. Do not print on letterhead paper. Save the letter as 2405-letter5 .
Letter 6	Type the international business letter in block style—standard format. Use a tabulated table within the body of the letter. Save the letter as 2405-letter6 .

Special Instructions:	
Letter 7	<p>Open letter 2405-letter6 and make the following changes.</p> <ul style="list-style-type: none"> ▪ Send the letter to Mr. Rodney Graae / Thompson Corporation / 42 Harris Court / Trenton, NJ 08648. ▪ Change the word <i>company</i> in the first paragraph to <i>corporation</i>. ▪ Revise the first two sentences of the second paragraph to say: <i>Within a month, we will submit several basic designs to you and your board of directors. At that time, please feel free to make any comments and suggestions that will help us finalize a design.</i> ▪ Change the table to a <i>boxed</i> table. ▪ Add the following postscript: <i>Thank you for your initial design ideas and suggestions. I look forward to working with you in the future.</i> <p>Save the letter as 2405-letter7.</p>
Letter 8	<p>Type the business letter in block style—standard format.</p> <p>Print an envelope for this letter. Do not save the envelope as part of the document—print the envelope only. Prepare the delivery address for automated handling by the U. S. Postal Service. Use the pink cut envelope sheets of paper (standard business envelope size). Do not print on real envelopes.</p> <p>Save the letter as 2405-letter8.</p>
Letter 9	<p>Type the business letter in modified block style—standard format. Print an envelope for this letter. Do not save the envelope as part of the document. Indent the long quote 1/2 inch from each margin. Use the appropriate closing notation. Send a copy of this letter to John Goudy.</p> <p>Save the letter as 2405-letter9.</p>

Before turning your work in:

- ✓ Proofread all letters with the **Typing Answer Book** located in the front of the Computer Lab. Make any necessary corrections—your goal is mailable copy!
- ✓ Place all letters in the order in which they were completed. Attach a yellow Progress Sheet along with this Objective Sheet to the top of your work. Turn your work in to the Instructor's top tray located in the Computer Lab and continue with the next lesson in Microsoft Word.

Letter 1

May 4, ---
R4

Value X Supermarkets
Attention General Manager
900 Beechcrest Avenue
Louisville, KY [^]40220-3586
Ds

Ladies and Gentlemen:
Ds

~~Sup/207~~: Nonrefrigerated Milk
Ds

Yes! Nonrefrigerated milk is available for sale nation-
wide.
Ds

Through processing at an ultrahigh temperature, milk is
sterilized and quickly cooled to destroy bacteria. It
is then packaged in special quart containers which pre-
serve the milk for a shelf life of five months.

Enclosed is a pamphlet which explains the ultrahigh tem-
perature process and a wholesale price list. Currently,
we are taking orders for regular milk only. In the very
near future, we will have additional flavors including
banana, chocolate, and strawberry.

We can ship anywhere in the United States. We look for-
ward to filling your order soon.
Ds

Sincerely yours,
Ds

GREEN ACRES DAIRY FARM
R4

Mark Gossner
Marketing Manager
Ds

SS { xx
Enclosures (2)

Letter 2

November 8, - - - -

CONFIDENTIAL

Mrs. Katie Hollister

11426 Prairie View Rd. ^{spell out}

Kearney, NE 68847

Dear Mrs. Hollister:

Subject: Site ^for New Elementary School

As you are aware, your 160-acre farm, located in the quarter ^{northeast} of Section 25⁶⁰ in Tyro township, is a part of independent School District 17.

Each of our ^{three} elementary schools occupies ³ ~~two~~ acres and is adjoined by an 8-acre park. We are now in the early ^{planning} stages for a ^{fourth} ~~third~~

elementary school. As you ^{large} farm is centrally located, the District 17

Board has directed me to initiate discussions with you for the purchase of ¹⁰ ~~8~~ acres of land.

I look forward to our discussions. Please call me at your convenience to arrange a meeting with you and/or your attorney and me. ←

Yours truly,

[#]
Irvin J. Hagg
[^]

Superintendent of Schools

urs

c: District 17 Board
[^]
2 #'s

SS

Letter 4

Date / Mr. Harvey Constantine / 589 Arrowhead Road West / Duluth, MN 55811 / Dear Mr. Constantine / ¶ At the December meeting of the Information Processing Association, new officers were elected for the coming year. The results of the election are given below:

Evelyn Daily	President
Patrick Cox	Vice President
Douglas Friedman	Secretary
Shirley Pruitt	Treasurer
Mildred Zimmerman	Historian

¶ The new officers have chosen the third Wednesday of each month for the monthly meeting of the association. Please mark those dates on your calendar and plan to attend the next meeting of our organization. / Sincerely / Robert Metcath, President / Information Processing Association / urs

Letter 5

Current Date / Fast and Easy Print / 205 Chubb Avenue / Lyndhurst, NJ 07071-2050 / Ladies and Gentlemen: / ¶ Thank you for your Order No. 32985 for laser printer paper. Below is a list of your charges. You have 30 days to make payment with no interest.

5 reams of 8 1/2 by 11, 24 lb., white	\$23.00
3 reams of 11 by 17, 24 lb., white	18.90
2 reams of 8 1/2 by 11, 24 lb., blue	10.15
1 ream of 11 by 17, 24 lb., blue	7.02

¶ Your total charge for this order is \$59.07. Remember, we have all colors and weights of laser paper and the best prices in town. Please call us again when you need to order more paper. / Sincerely, / PAPER DIRECT / Lee Holmes / Sales Representative / urs

Letter 6

March 2, ---- / Ms. Maureen Testa / Austin Communications / 37 Portland Place / London WIN 4BB / ENGLAND / Dear Ms. Testa:

¶¶We are indeed interested in designing a new corporate logo and the corresponding stationery for your fine company. As I indicated in our recent telephone conversation, we have a design staff that has won many national awards for letterhead form design, and we consider it an honor to be contacted by you.

¶¶Within a couple of weeks, we will submit to you and your committee several basic designs. Based on your evaluation and suggestions, we can go from there. Here is a modified price list for the printed stationery:

Letterhead (550 sheets)	\$80.00
Business cards (1,000 cards)	\$39.50
Coated brochures (1,000 sheets)	\$219.30
Envelopes	\$92.00

¶¶In the meantime, please call me if we can be of further service.

Sincerely yours, / Samantha A. Steele / General Manager / {urs}

Letter 8

Date

Mr. Donald McCloud, Branch Manager
Intel Corporation
1800 Clearbrook Street
Northridge, CA 91324

Dear Mr. McCloud:

Because of increased capital expenditures,
it is necessary to make changes in our
travel reimbursement rates effective July 1.
The current travel regulations remain in
effect until that date. ¶ The table below
outlines the proposed changes.

Maximum Allowances

<u>Item</u>	<u>Current Rate</u>	<u>Proposed Rate</u>
Lodging	\$ 40.00	\$ 60.00
Meals		
Breakfast	8.00	6.00
Lunch	7.50	5.50
Dinner	25.00	20.00
Airport Transportation	20.00	15.00

You will note that the maximum allowed for
lodging has been increased. Further, the
current regulations for transportation expenses
were accepted by the Board. ¶ Please advise
me by the first of the month if you feel
these changes will adversely affect your
personnel.

Sincerely yours,

L. F. Jones
District Manager

wrd

Letter 9

Current date / Mrs. Kay McCall / Route 4, Box 145 /
Raymond, NH 03077-1004 / Dear Mrs. McCall:

(#) If your child's education is important to you, here is good news. Mid-West Educational Services, well known for its map-making expertise, is now preparing the PICTURE ATLAS OF OUR FIFTY STATES.

(#) Today's bright, inquisitive young minds will welcome a book like this--an atlas that really makes U.S. Geography fun.

(#) The atlas presents much information about the states. Some examples are the eye-catching photographs, important facts, and relevant statistics. In addition, special facts are included. One such example, for Wyoming, is:

The name "Wyoming" derives from a word of the Delaware Indians meaning "upon the great plains." Wyoming was the first place in the United States to allow women the right to vote and hold office. This was in 1869, before it won statehood.

(#) The PICTURE ATLAS OF OUR FIFTY STATES is only \$15.95; send your check today and take advantage of this offer.

Yours truly, / Mrs. Rose Romero
