

BLOCK LETTER FORMAT

All parts of the letter should begin at the left margin.

Line #1 should consist of the sender's street address (no abbreviations).

Line #2 should consist of the sender's city, state and zip in the following format: city, a comma, a single space, a two letter state postal abbreviation (both letters capitalized with no punctuation), two spaces and the zip code.

Line #3 should consist of the date the letter was written in the following format: the month (no abbreviation), a single space, the day of the month (number), a comma, a single space and the year (number).

Three blank lines should be between the date and the recipient's address.

The recipient's address should be in the same format as the sender's address - name and title on first line of recipient's address, company or organization (if any) on second line, street address on third line, and city, state and zip on fourth line (no date).

One blank line should be between the recipient's address and the greeting.

Mixed Punctuation - The greeting should be followed by a colon (:), and the closing should be followed by a comma (,).

One blank line should be between the greeting and the start of the body.

Use single line spacing in the body of the letter.

Leave one blank line between each paragraph of the body of the letter.

One blank line should be between the body of the letter and the closing.

Three blank lines (for signature) should be between the close and the sender's name.

To pass the word processing exam you must know the following:

- ❑ The block letter format – memorized.
- ❑ How to change margins in Microsoft Word.
- ❑ How to set a tab in Microsoft Word.
- ❑ How to select one of the following tabs: left, center, right, decimal in Microsoft Word.
- ❑ How to read the ruler in Microsoft Word.
- ❑ How to change font type and font size in Microsoft Word.

BLOCK LETTER FORMAT

1327 Sir Francis Drake Boulevard {1ST LINE, NO ABBREVIATION OF STREET
San Anselmo, CA 94960 {CITY, COMMA, SPACE, STATE, 2 SPACES, ZIP
October 5, 1996 {DATE (FORMAL)}

3 BLANK LINES

Mr. Bill Nye, The Science Guy {NAME, COMMA, SPACE, TITLE
Science World {COMPANY OR ORGANIZATION
1111 Atom Street {NO ABBREVIATION OF STREET
Nuclear City, ID 44756 {CITY, COMMA, SPACE, STATE, 2 SPACES, ZIP

I BLANK LINE

Dear Mr. Nye: {COLON AT END

I BLANK LINE

Hey, you've got the coolest show on TV! I'd love to be a guest on your show someday. I'm real funny and I love science. Let me know if you think it might be a possibility.

I BLANK LINE

I also wanted to tell you that my mother would love to talk to you about how you became interested in science. She is a college counselor and is always trying to prepare her students for the future.

I BLANK LINE

Thanks again for such a great show.

I BLANK LINE

Sincerely, {COMMA AT END

3 BLANK LINES

{3 BLANK LINES FOR SIGNATURE

David Sondheim {SENDER NAME