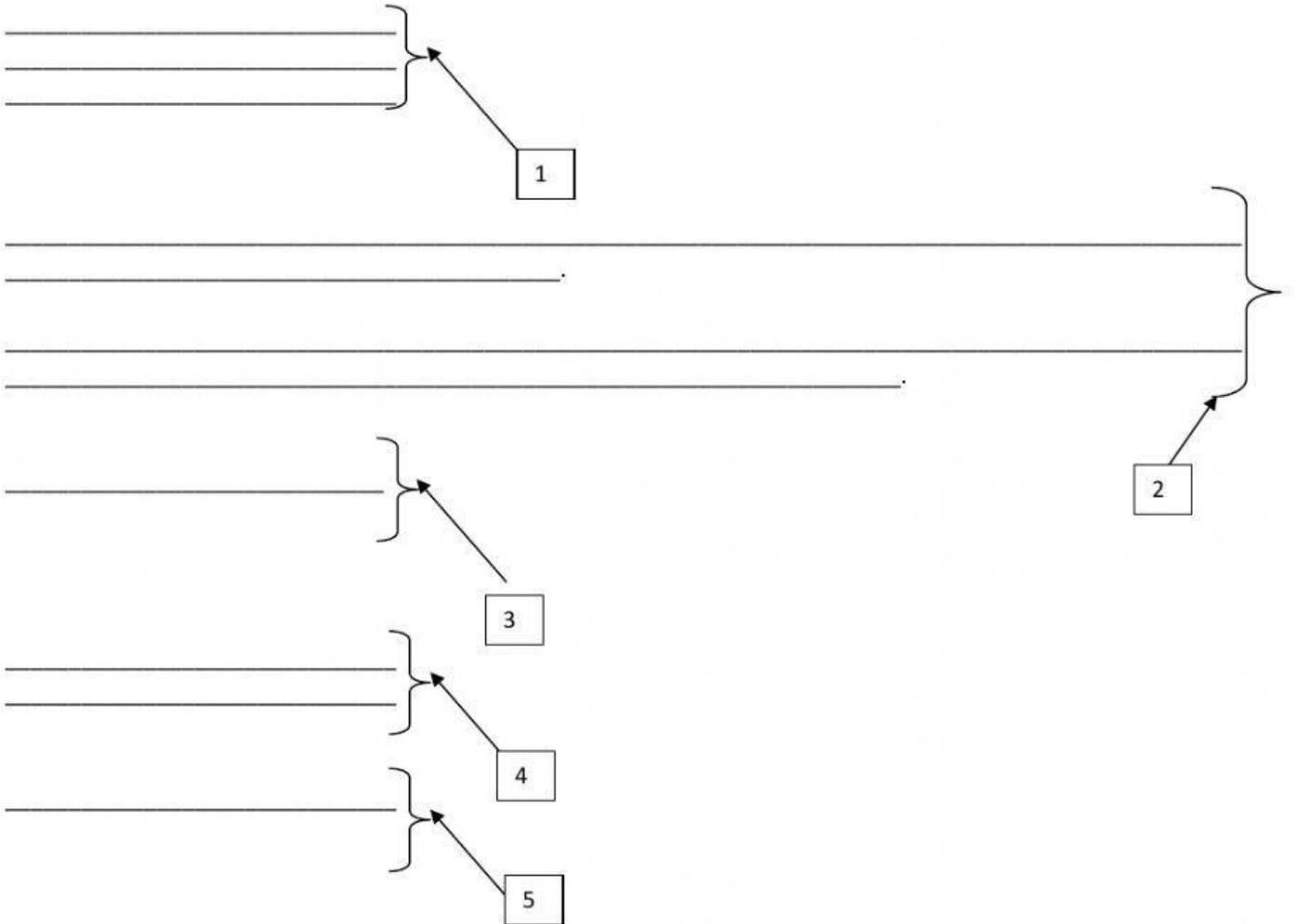


# Keyboarding Skills

## Business Letter 2<sup>nd</sup> Page Format

Directions: On the lines below, type the correct letter part for each number indicated for a letter 2<sup>nd</sup> page.



1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_