

Business Letter Parts and Spacing

Keyboarding Skills

Name: _____

Date: _____

Label the parts of the letter and the spacing of the letter by writing SS (single space), DS (double space), QS (quadruple space) after each hard return.

February 14 2010 _____

Mrs. Alice M. Wiggins
1130 Lower Azusa Road
El Monte, CA 91732-4725 _____

Dear Mrs. Wiggins _____

The El Monte PTA is devoting its next meeting to the important topic "Computer Literacy." The meeting is on November 18 and begins at 7 p.m. _____

Our speaker will be Dr. Mark C. Gibson. For the past several years, he has written the "Personal Computer" column in the Los Angeles Post. His talk will combine wisdom and wit. _____

To assure Dr. Gibson a large audience, we are asking selected members to bring as guests two parents who are not active members of our group. Please use the enclosed return card to give me the names of your guests by November 1. _____

I shall appreciate your assistance. _____

Cordially yours _____

Ms. Laura J. Marsh
Office Manager _____

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