

Keyboarding Skills

Business Letter 2nd Page Format

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

The diagram illustrates the components of a business letter's second page. It features several horizontal lines representing text. A bracket on the left side of the first three lines is labeled with a box containing the number '1'. A large bracket on the right side of the next three lines is labeled with a box containing the number '2'. A bracket on the left side of the fourth line is labeled with a box containing the number '3'. A bracket on the left side of the fifth and sixth lines is labeled with a box containing the number '4'. A bracket on the left side of the seventh line is labeled with a box containing the number '5'.

1. _____
2. _____
3. _____
4. _____
5. _____