

## 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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