

Name: _____

Keyboarding Skills

Envelopes Exercise

Fill-In-The-Blanks: Using the word box, fill in the blanks with the best possible response.

nine	three	left	stops	registered	five
	ten	block	two	fourteen	

There are two envelope sizes, small, number 6 $\frac{3}{4}$ and large, number _____. The return address for a small envelope starts on line _____. The spacing before the return address in an envelope is _____ space. The delivery address will begin on line _____ for a large envelope. The style that is used in an envelope is _____ style. Tab _____ are used in both small and large envelopes. The tab for a large envelope is _____ spaces _____ of the center point. Mailing notations are placed on envelopes, examples would include _____ and special delivery. This starts on line eight or _____ in either small or large envelopes. [10]