Apply Letter Formats Activity

PowerPoint Assignment

**Directions**

Use the PowerPoint presentation on letter formatting (Slides 8 through 17) to find the answers to the following questions.

Create a word processing document to respond to the assignment questions.

* Key your heading in the header
* Type each question in bold and unbold your answers
* DS between questions.

**Assignment Questions**

1. What is the difference between a personal-business letter and a business letter?
2. What is letterhead?
3. Which part of a letter identifies the address of the person writing the letter?
4. Which part of a letter identifies the address of the person receiving the letter?
5. What would be an example of a greeting/salutation?
6. What would be an example of a complimentary close?
7. What is the body of a letter?
8. What is block style?
9. What is the line spacing in the body of a letter?
10. What is the line spacing after the dateline?
11. What is the line spacing after the complimentary close?
12. What is the line spacing after the inside address?
13. What is the line spacing after the salutation?
14. What is the line spacing after the body?
15. If typist initials are included, what is the line spacing after the author’s keyed name?
16. What is the difference between open punctuation and mixed punctuation?
17. When would an enclosure notation be used in a letter?
18. When would a copy notation be used in a letter?
19. When would an attachment notation be used in a letter?
20. When would typist initials be included in a letter?