Personal/Business Letter-Mixed Punctuation Activity

**Directions: Study the parts and spacing of the personal/business letter below. Key the letter as shown using word processing software. Follow the instruction printed in bold. Save the letter as “EAST MIDDLE SCHOOL”.**

123 Sir Walter Raleigh Street ***RETURN ADDRESS***

Manteo, NC 27954

Current Date ***DATELINE***

 **(QS)**

East Middle School ***INSIDE ADDRESS***

444 Lee Road

Greenville, NC 27858-4353

 **(DS)**

Ladies and Gentlemen: ***SALUTATION/MIXED PUNCTUATION***

**(DS)**

I will be graduating from East Middle School, and I would like to apply for the drama productions in the fall term.

 **(DS)**

Please send information on tryouts to my home address, which is listed above. I am also interested in obtaining any information about the athletic teams that you can send me.

 **(DS)**

Thank you for your cooperation.

 **(DS)**

Sincerely, ***COMPLIMENTARY CLOSE/MIXED PUNCTUATION***

 **(QS)** ***HANDWRITTEN SIGNATURE***

Joe A. Smith ***KEYED NAME LINE***

xx ***TYPIST INITIALS***