

PARTS OF A BUSINESS LETTER: FULLY BLOCKED; OPEN PUNCTUATION

A business letter consists of several sections that must be laid out on the page in a particular way. Each of the numbered frames represents one of those sections.

The diagram shows a business letter layout with 10 numbered boxes for identification:

- 1: A large rectangular box at the top left, representing the letter heading.
- 2: A small rectangular box below box 1, representing the salutation.
- 3: A small rectangular box below box 2, representing the complimentary close.
- 4: A rectangular box below box 3, representing the reference.
- 5: A small rectangular box below box 4, representing the subject heading.
- 6: A horizontal rectangular box below box 5, representing the addressee & address.
- 7: A large rectangular box below box 6, representing the body of the letter.
- 8: A small rectangular box below box 7, representing the signatory.
- 9: A small rectangular box below box 8, representing the date.
- 10: A small rectangular box below box 9, representing the enclosure.

Using the words and phrases below try to identify each part of the letter.

Addressee & address; Body of the letter; Letter heading; Salutation; Signatory; Enc.; Date; Complimentary close; Reference; Subject heading.

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A business letter consists of several sections that must be laid out on the page in a particular way. Each of the numbered frames represents one of those sections.

1	Letter heading. Usually pre-printed; can be aligned to the left, right or centre of the page; will include name, address, tele. no. of sender.
2	Reference; identifies who in the company sent the letter.
3	Date; when the letter was sent; format; eg 27 November 2002
4	Addressee & their address. This is whom the letter is going to.
5	Salutation. The greeting; Dear Sir, Dear Madam, Dear Mr Brown
6	Subject heading; indicates what the letter is about.
7	<p>The body of the letter. This will consist of <u>at least three paragraphs</u>. There must be <u>one clear line space</u> between paragraphs. Using paragraphs breaks the letter into 'easy to read' manageable sections. Each paragraph will deal with a different part of the main subject in the letter.</p> <p>'Fully blocked' style means everything, apart from the letter heading is <u>aligned to the left of the page</u>. 'Open punctuation' means there is only <u>punctuation in this part of the letter</u> (the body). Elsewhere there are no full stops, commas etc.</p> <p>Throughout the letter there must be <u>one clear line space</u> between each section of the letter. E.g. between the 'Reference' and the 'Date'.</p>
8	Complimentary close. Depends on the 'Salutation'. If 'Dear Sir' or 'Dear Madam' then 'Yours faithfully'; 'Dear Mr Brown' or 'Dear Tom' then 'Yours sincerely'.
9	Signatory. The name of the author is typed in <u>five clear lines</u> below the close.
10	Enc. (Enclosure). When something else is included with the letter (perhaps a report) the abbreviation 'Enc' appears here.

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Addressee & address; Body of the letter; Letter heading; Salutation; Signatory; Enc.; Date; Complimentary close; Reference; Subject heading.