

## Student Study Guide for Personal Business Letter

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91 Kenwood Street  
Brookline, MA 02446-2412  
January 16, 2014 =====> Today's Date

Ms. Brittany Houser  
2130 Mt. Pleasant Drive  
Bridgeport, CT 06611-2301

Dear Ms. Houser

A **personal-business** letter has several parts. The letter begins with the return address and the date. The letter address comes next. The salutation and the body of the letter follow the address.

The **return address** contains the street address on one line and the city, state, and ZIP Code on the next line. The **date** (month day, year) is keyed on the line below the return address. The **letter address** is keyed a quadruple space (tap Enter four times) below the date. Use a personal title (Miss, Mr., Ms., Mrs.) or a professional title (Dr., Lt., Senator) before the receiver's name.

A **salutation** (greeting) is keyed a double space below the letter address. Begin the **body** (message) of the letter a double space below the salutation. Single-space the body with double spacing between the paragraphs. A **complimentary close** (farewell) is keyed a double space below the last line of the body. Quadruple-space after the complimentary close and key the **name of the writer**.

When all lines of the letter begin at the left margin, the letter is arranged in **block format**. When there is no punctuation after the salutation and complimentary close, **open punctuation** style has been used. Use a **top margin** of 2" or center a one-page letter vertically on the page. Use a 1" or default margins for the **side** and **bottom margins**.

Sincerely

Terri Colbert =====> Student's First and Last Name

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1. **Open** Blank Word Document.
2. Turn on '**Show Codes**' and set to **Double Spacing**.
3. Click on **View** and select '**Vertical Ruler**' (Check mark)
4. Set **Font Type** to '**Arial**' and **Font Size** to '**13**'.
5. Click on **Page Layout, Page Set Up, Layout, Vertical Alignment** => Select '**Center**' from drop down list.
6. **Key** text of **Personal Business Letter** from p.215 in Keyboarding textbook and copied on back of page.
7. **Proof** your work **checking spelling** and **grammar**,.
8. Apply '**Bold**' to those vocabulary words indicated.
9. To **Save** your file → File, Save As, **Personal Business Letter.docx**
10. Save this file in your **Student Keyboarding Folder**, so you can open as needed for editing
11. Copy and paste contents of this Personal Business Letter into Google Docs😊