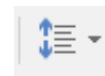


## Personal Business Letter 1

1. Open a blank Word document and save as PBL1 in your Word folder on OneDrive
2. Set your font to Times New Roman, size 12
3. Change the Spacing After to zero and line spacing to single (Line Spacing Options – Line Spacing Options)
4. On the first line of the document, type today’s date in the format August 31, 2018
5. Press Enter 4 times (this is called a Quadruple Space or QS)
6. Type the Inside Address exactly as seen in the image below:



Button

Mrs. Alice M. Wiggins  
11300 Lower Azusa Road  
El Monte, CA 90254

7. Then press Enter 2 times (this is called a Double space or DS)
8. Now type Dear Mrs. Wiggins: then press Enter 2 times. (Dear Mrs. Wiggins: *is called the salutation*)
9. Type the three paragraphs seen in the image below. *\*Please note that paragraphs are single spaced with double space (Enter twice) between them.*

Dear Mrs. Wiggins

The El Monte PTA is devoting its next meeting to the important topic “Computer Literacy.” The meeting is on November 18 and begins at 7 p.m.

Our speaker will be Dr. Mark C. Gibson. For the past several years, he has written the “Personal Computer” column in the Los Angeles Post. His talk will combine wisdom and wit.

To assure Dr. Gibson a large audience, we are asking selected members to bring as guests two parents who are not active members of our group. Please use the enclosed return card to give me the names of your guests by November 1.

10. After you type the last paragraph, press Enter twice
11. Then type Sincerely, and press Enter 4 times (Quadruple space or QS) (Sincerely, *is called the complimentary closing*)
12. Now type the Sender’s name and address as seen in the image below

Ms. Laura J. Marsh  
2274 Cogswell Road  
El Monte, CA 90254

13. After you type the ZIP Code, press Enter twice and type Enclosure *\*The enclosure notation tells the reader of the letter that there is something else in the envelope along with the letter.*
14. Check your letter with the sample on the next page, save, and submit for grading.

August 31, 2018

Mrs. Alice M. Wiggins  
11300 Lower Azusa Road  
El Monte, CA 90254

Dear Mrs. Wiggins:

The El Monte PTA is devoting its next meeting to the important topic "Computer Literacy." The meeting is on November 18 and begins at 7 p.m.

Our speaker will be Dr. Mark C. Gibson. For the past several years, he has written the "Personal Computer" column in the Los Angeles Post. His talk will combine wisdom and wit.

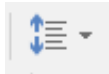
To assure Dr. Gibson a large audience, we are asking selected members to bring as guests two parents who are not active members of our group. Please use the enclosed return card to give me the names of your guests by November 1.

Sincerely,

Ms. Laura J. Marsh  
2274 Cogswell Road  
El Monte, CA 90254

Enclosure

## Personal Business Letter 2

1. Open a blank Word document and save as PLB 2 in your Word folder on OneDrive
  2. Set your font to Times New Roman, size 12
  3. Don't forget to change the Spacing After to zero and line spacing to single (Line Spacing Options Button – Line Spacing Options) 
  4. Using the knowledge and skills you learned in PBL 1, create the Personal Business Letter seen in the image below.
  5. Save again, then submit for grading.
- 

Current Date

Ms. Laura J. Marsh  
2274 Cogswell Road  
El Monte, CA 90254

Dear Ms. Marsh:

How fortunate you are to have Dr. Mark C. Gibson as a speaker for the November 18 meeting of the El Monte PTA. If he speaks as well as he writes, your meeting will be a success.

Because I strongly support the effort El Monte schools are making to assure computer literacy for all students, I would like to bring three guests, not two, to the meeting. All three names are listed on the enclosed card. If the limit is two guests per member, please let me know.

We need parental support for the computer literacy program to be the success it should be. You are to be commended for arranging this informative program for us.

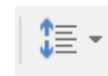
Sincerely,

Mrs. Alice M. Wiggins  
11300 Lower Azusa Road  
El Monte, CA 90254

Enclosure

### Personal Business Letter 3

1. Open a blank Word document and save as PBL 3 in your Word folder on OneDrive
2. Set your font to Times New Roman, size 12
3. Don't forget to change the Spacing After to zero and line spacing to single (Line Spacing Options Button – Line Spacing Options)
4. Using the knowledge and skills you learned in previous business letters, create a Personal Business Letter using the information below.



\*When you see the paragraph symbol ¶, begin a new paragraph.

5. Make sure you include all necessary letter parts.

This letter is to:  
Outdoor Living  
3489 West Elm Avenue  
Boulder, Co 80301

This letter is from:  
Mr. Ken Tallent  
558-D University Way  
Athens, GA 30605

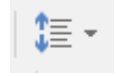
Paragraphs for letter:

¶On June 2, I ordered a ThinLine Kayak (model #2155) from your Spring Sports catalog. I used the kayak for the first time last week on a kayaking trip to a local north Georgia lake. After having it in the water for less than two hours, I noticed standing water in the bottom of the kayak. ¶After docking and removing the kayak from the lake, I discovered a crack in the floor of the nose of the kayak. The crack appears to be about 8 inches in length. It is very hard to see, but I am sure that the water is coming in through that very crack. ¶I will be shipping the kayak back this week. This is the second ThinLine Kayak that I have purchased through your catalog that has malfunctioned. Because of this, I would like a full refund (including shipping charges), and I am not interested in a replacement kayak. Thank you for your time.

6. Save again, then submit for grading.

## Personal Business Letter 4

1. Open a blank Word document and save as PBL 4 in your Word folder on OneDrive
2. Set your font to Times New Roman, size 12
3. Don't forget to change the Spacing After to zero and line spacing to single (Line Spacing Options Button – Line Spacing Options)
4. Using the knowledge and skills you learned in the previous business letters, create a Personal Business Letter using the information below.



\*When you see the paragraph symbol ¶, begin a new paragraph.

5. Make sure you include all necessary letter parts.

This letter is to:  
Unique Gardens, Inc.  
4199 57<sup>th</sup> Street  
Des Moines, IA 50310

This letter is from:  
Alexander Wormwood  
4450 West Markham  
Little Rock, AR 72205

Paragraphs for letter:

¶Here is my bulb and plant order for the coming spring planting season. A check is attached to the order form. ¶This is the fourth year I have ordered from you. The quality of your plants is excellent, and your service is unequalled. Your location suggestions for annuals and your zone ratings for perennials are quite helpful. ¶If I may offer just one suggestion, a list of soil preparation and planting instructions for each type of plant ordered would be welcomed by those of us who do not have a “green thumb.”

6. Save again, then submit for grading.