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Flagstaff, AZ 86004  
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Mr. Gino Feretti, M.Ed.  
Career & Technical Education  
Irma L. Rangel, YWLS  
1718 Robert B. Cullum Blvd.  
Dallas, TX 75210

Dear Mr. Feretti:

I'm writing to you about the letter format called "**Full Block**." Our class has had a little bit of trouble with this letter format so I think that I should explain it in detail.

The first thing you do when typing a full block letter is go to Page Setup. There, you change the top margin to 2 or 2.5 inches, and set the left, right, and bottom margins to one inch each. The top margin is large to make room for your letterhead. If you aren't using letterhead, a top margin of 1.5 inches will do. Now when you begin typing, the first thing on the document is the date. After the date, create a quadruple space by hitting the "enter" key 4 times. Then type the "inside address." This includes the recipient's name, job title, address, and maybe much more. After this, the enter key should be clicked twice more before typing in the salutation (Dear Mr. So-and-so). After double-spacing again, you can begin typing the body of your letter. The body is what we call the actual message you are sending. Between the paragraphs should be double-spaced. Once your letter is completed, double space again and type your closing (usually "Sincerely,"). Quadruple space and type your name and address. This is called the "return address" because this is where someone answering your letter would mail her response. When signing your letter, you should sign in the spot between "Sincerely" and your typed name. Then your letter is done.

Thinking back, you will realize that we never indented ANYWHERE in this letter style, and that you should double space between everything except in two places where you use the quadruple space instead. Do you remember where those are supposed to be?



Scott Stroud