



# Keyboarding Applications

## LAP 26 – Business Letters (Block Style)

Name \_\_\_\_\_

Period \_\_\_\_\_

Date Started \_\_\_\_\_

Date Completed \_\_\_\_\_

### DoDEA Standards

- ◆PT4 Use information-gathering techniques, analyze and evaluate information, and use information technology to assist in collecting, analyzing, organizing, and presenting information.
- ◆PT5 Develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits and productivity.
- ◆PT5k Analyze advantages and disadvantages of widespread use of and reliance on technology in the workplace and in society as a whole.

### Objectives

- ◆ To learn to format business letters in block style
- ◆ To learn the use of a letterhead with business letters

**Resource** Century 21 Computer Applications & Keyboarding Letterheads

**Time Frame** 3 hours

**THE USE OF THE COPY FUNCTION IS NOT ALLOWED IN KEYBOARDING. IF USED, THE STUDENT INVOLVED WILL RECEIVE A ZERO ON THAT ASSIGNMENT.**

**Directions:** The purpose of this LAP is to give you an opportunity to practice preparing business letters in block style and printed on a letterhead.

*\*\*If you have to store any items before the end of this section (due to time restraints), save under the name LAP 26, Business Letter, Block Style. When you have completed all of these drills, print out as one document, attach to this sheet, and turn in for approval. Remember to put each Activity on a separate sheet of paper.*

- \_\_\_\_ 1. P. 160. Read the entire page noting what the difference is between personal business letters and business letters done in block style.
- \_\_\_\_ 2. P. R51 (reference section of text) Study the letter "Business Letter in Block Format." Note that all lines start at the left margin.

- \_\_\_\_ 3. P. 161. Letter 2. Follow the text directions. Refer back to R51 if you need to see the letter style. Ask your teacher if you should print on an appropriate letterhead.
- \_\_\_\_ 4. P. 163. 56C Letter 1. Follow the text directions. Ask your teacher if you should print on an appropriate letterhead.
- \_\_\_\_ 5. P 163, 56C Letter 2. Follow the text directions. Ask your teacher if you should print on an appropriate letterhead.
- \_\_\_\_ 6. P. 164. Letter 1. Follow the text directions. Ask your teacher if you should print on an appropriate letterhead.
- \_\_\_\_ 7. P. 164. Letter 2. Follow the text directions. Ask your teacher if you should print on an appropriate letterhead.
- \_\_\_\_ 8. P. 164. Letter 3. Follow the text directions. Ask your teacher if you should print on an appropriate letterhead.

**WHEN YOU FINISH THIS (AND OTHER) ASSIGNMENT(S):**

- \_\_\_\_ CHECK OVER THE ASSIGNMENT to see if you keyed your name on each page, that you left the proper spacing and formatting throughout, and check to see that you have ALL of the work that was assigned. There is still time to insert an assignment you missed at this point.
- \_\_\_\_ PRINT YOUR ASSIGNMENT following the guides for printing given by the instructor. Check with the instructor if you have printer-related problems.
- \_\_\_\_ AFTER YOU PRINT, arrange your work in the same order as the assignments were given. Place this assignment sheet on TOP of your work, fill in all blank lines in the top right and staple all materials together in the TOP LEFT corner.
- \_\_\_\_ Do the Self Assessment below.

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| <p><b>Self Assessment – “I/Can....”</b></p> <ul style="list-style-type: none"><li>____ format business letters in block style</li><li>____ use a letterhead with business letters</li></ul> |
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