



Keyboarding Applications

LAP 27 – Business Letters (Modified 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 modified-block style with and without paragraph indentions
- ◆ To learn the use of a letterhead with business letters

Resource Century 21 Computer Applications & Keyboarding Letterheads

Time Frame 2.5 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 modified 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 27, Business Letters, Modified 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. 212. Read the entire page noting what the difference is between block style business letters and modified block style business letters.
- ____ 2. P. R52 (reference section of text) Study the letters “Letter in Modified Block Format without Paragraph Indentations” and “Letter in Modified Block Format with Paragraph Indentations.” Note

that this style letter can be done with or without paragraph indentions. Also note that the date and the closing lines start at the middle of the page. (Do not CENTER these lines.)

- _____ 3. P. 214. Document 4. Follow the text directions except prepare the letter in modified block style without paragraph indentations.. Refer back to R52 if you need to see the letter style. Ask your teacher if you should print on an appropriate letterhead.
- _____ 4. P. 215. Letter 1 and 2. Follow the text directions. Ask your teacher if you should print on an appropriate letterhead. Be sure to save Letter 1 before making the changes for Letter 2.
- _____ 5. P 215, Letter 4. Follow the text directions except do not do direction G. 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.

<p>Self Assessment – “I/Can....”</p> <p>_____ format business letters in modified block style</p> <p>_____ use a letterhead with business letters</p>
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