

Directions:

1. Font: Choose a common font - Times New Roman or Arial.
2. Point Size: 12
3. Letter should be black and white; no color
4. Margins - 1" all around
5. Spacing - single with double spacing between paragraphs.
6. Left justify the start of all paragraphs, dates, salutations, etc.- (full block)

I. FULL BLOCK FORMAT

This is the most modern of the formats and the one most widely used; its clean direct look lends itself well to technical communication, and its simple vertical format tends to reduce the error rate since you simply do not have to be concerned about horizontal spacing to indicate new paragraphs.

Eight Components of Full Block Format

8. The **heading** includes the date the letter is written. If you do not use letterhead stationery, you need to include *your address* over the date.
9. The **address** above the salutation is the letter recipient's full address. This address should match the address on the envelope.
10. The **salutation** is the line that begins "Dear..." Use Mr. for men and Ms. for women. Try to obtain a name to whom you can address your letter. If you cannot obtain a name, you should use "To Whom It May Concern" as a salutation. You can also include an **attention line** two spaces down from the recipient's address as well as a **subject line** (if necessary):
11. The **body** of your letter contains the text of your message.
12. The **complimentary close** should appear two lines below the last line of the body, at the left margin. Capitalize only the first letter of the first word and always end the line with a comma. You can use a variety of closures including Yours truly, Sincerely, Sincerely yours, Best regards or Best wishes.
13. Your **signature** should be in blue or black ink. Allow four horizontal lines for your signature.
14. The **identification** line contains your typed name, and, if you have one, your title. Depending on the purpose of the letter, you can position your phone number or social security number in place of your title.
15. **Enclosures or distribution of the letter** is placed two horizontal lines below the identification line.

Due Date _____

EXAMPLE OF FULL BLOCK FORMAT

895 North Main Street Bowling Green, OH 43402		-- HEADING
February 16, 2004		
Ms. Maria Reinaldo Customer Relations Ohio Telephone Company 133 Buckley Street Columbus, OH 43217		-- ADDRESS
Dear Ms. Reinaldo:		--SALUTATION
 		I received a collection notice from the Ohio Telephone Company on February 13, 2004. The letter states that I owe a past due balance from the September 16 to October 16 billing period in 2003. The letter also states that my service will be disconnected unless I act immediately; however, I am now informing you for the second time that I paid that bill on January 1st, 2004.
BODY		
 		On January 15th, I received a call from one of your representatives about this matter, and I immediately told him that approximately two weeks ago I sent a check to your office for the due amount of \$132.57. Unfortunately, I failed to get his name. I am irritated that you have not taken care of this matter since I have the canceled check in my possession, and I am enclosing a copy of it herewith.
 		I hope that this will settle the matter once and for all.
 		Sincerely yours,
		--COMPLIMENTARY CLOSE
		--SIGNATURE
Bill Moritz		--IDENTIFICATION LINE
(419) 352-5555		--TITLE OR PHONE NUMBER
Encl: copy of canceled check		--ENCLOSURES OR DISTRIBUTION

Letter of Introduction Topics: "Let Me Introduce Myself"

1. What agricultural classes/units have you taken during your freshman year?
2. Define your agricultural interest area.
3. Describe your SAE plan.-How did you go about selecting your SAE project(s)?
4. At this time what is your career interest?
5. Who are you? - Describe your personal attributes.
6. Where are you from?
7. Evaluate your success in school this year - if unsatisfied, how might you improve next year?