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Block letter format with open punctuation

Punctuation Styles : PUNCTUATION STYLES The most common punctuation style in business letters is called open punctuation. It is easy to remember because no punctuation at all is required in the heading, inside address, salutation or closing. The full block format letter above is written with the open punctuation style. Some offices prefer mixed punctuation. If you are using this style, the only punctuation is a colon after the salutation and a comma after the complimentary close. The sample block format letter is written with mixed punctuation. An older style of punctuation is occasionally seen. It is called closed punctuation. Closed punctuation requires... • A comma after each item in the heading and inside address • A period after the last item in the heading and inside address • A colon after the salutation • A comma after the complimentary closing • Closed punctuation is shown in the modified block format letter above. Most organizations have a policy about which format and punctuation style will be used on company correspondence. Of course, you will follow company guidelines, but if you have a choice, you may use any of the three formats combined with any of the three punctuation styles. Punctuation Styles To HOME PAGE Related Links : Punctuation Styles eCampusOntario is a not-for-profit centre of excellence and global leader in the evolution of teaching and learning through technology. H5P is a registered trademark of Joubel. Block format is typically used for business letters. In block format, the entire text is left aligned and single spaced. The exception to the single spacing is a double space between paragraphs (instead of indents for paragraphs). An example block style letter is shown below and can be linked to in our eBook, The AMA Handbook of Business Writing, page 455. Another sample block-style letter is provided below from the eBook Everyday Letters for Busy People. (Click on the link to the left or the image below to go directly to this section in the eBook!) Note: Your block letter will likely not include the "Account Number" line, "Attention: Customer Service Manager", or "Receipt enclosed". If you have been asked to complete a project in both block style and APA style, ask your instructor for clarification. It is likely that they want you to cite your sources using APA style and format the letter using block style. *APA does use block quotations for quotes of 40 or more words, but this is something entirely different from block letter format. If you need information about block quotations, NOT block letters, visit: 1 Block and Modified Block Styles with Open and Mixed PunctuationLetter Formatting Block and Modified Block Styles with Open and Mixed Punctuation 2 Business Letters More formal than a personal letterTop margin of two inches Side and bottom margins of one inch Two most common styles are Block Style and Modified Block Style 3 Parts of a Business LetterLetterhead Date Inside Address Salutation Body Complimentary Close Signature Line 4 Letterhead The letterhead lists the sender's logo, company name, address, phone/fax number, and web address. It is usually preprinted on the paper. Word processing programs allow individuals to create their own letterhead. 5 Date The current date is placed two inches from the top of the page. DO NOT abbreviate the date. Quadruple space (QS) after the date to type the inside address. Date Two inches from top of page 6 Letter Address The letter address is the name and address of the person and/or company to whom you are sending the letter. It is sometimes known as the inside address. Double space (DS) after the inside address to type the salutation. 3 Blank Lines Letter Address Quadruple space after date 7 Salutation The salutation is the greeting of the letter. It is always formal, normally begins with the word "Dear," and includes the person's title and last name. Double space after the salutation to begin the body of the letter. 1 Blank Lines Salutation Double space after letter address 8 Body The body is the written text. The body is never hand written in a business letter. Single space the paragraphs. Double space between paragraphs in the body of the letter and after the last paragraph to type the complimentary close. 1 Blank Lines Body Single space paragraphs with double space between paragraphs 9 Complimentary Close The Complimentary Close is a short, polite closing. Examples of a complimentary close are: Respectfully yours Sincerely Cordially yours Quadruple space (QS) after Complimentary Close to type Signature Line. 1 Blank Lines Complimentary Close Quadruple space after Complimentary Close to type Signature Line 10 Signature Line The senders name is typed on the signature line. The sender's title may be included after the sender's name. Double space after the signature line to type reference initials. 3 Blank Lines Signature Line 11 Special Letter Parts Reference initials are the initials of the typist in lower case letters. Double space after reference initials and type "Enclosure" or "Attachment;" if applicable. Reference Initials Initials of person who keyed the document Special Notation 12 Punctuation Styles Open PunctuationHas no punctuation mark after the salutation or complimentary close: Dear Mr. Smith Sincerely yours Mixed Punctuation Contains a colon (:) after the salutation and a comma (,) after the complimentary close: Dear Mr. Smith: Sincerely yours, 13 Letter Styles Block and Modified Block StylesAll elements of the letter are aligned at the left. Block Style All elements aligned at the left 14 Letter Styles Block and Modified Block StylesAll elements are aligned at the left except the date, complimentary close, and signature line. Begin typing these three elements at the center of the page. Modified Block Style Date, Complimentary Close, and Signature Line all begin at center. All other elements are left aligned. full block letter format with open punctuation. what is open punctuation in a block letter. how to use block letter style with open punctuation. example of block style letter with open punctuation. how to write a block style letter with open punctuation

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