

LESSON 102

More Form Letters

PAPER: A4.

MARGINS: Pica, 20-70; Elite, 25-75.

Turn up 7 single lines before starting.

Follow the instructions given and take 3 carbon copies.

Some letters have a section to be filled in and returned to the sender. The section to be filled in on the letter below should be typed with rows of continuous dots in double-line spacing. When you type in the sections to be filled in, you should type *just above* the dots and *not on* them.

Centre over the typing line →

NORTHFIELD SCHOOL
OLD STUDENTS' ASSOCIATION

Turn up 3 single lines

November 19..

Turn up 3 single lines

Dear Member,

Turn up 2 single lines

We are proposing to hold our annual Dinner Dance in the Town Hall, Northfield on Saturday 12th December. Tickets are £2.00 for the Dinner and Dance or £0.90 for the Dance only. The Dinner will start at 8.00 p.m. and the Dance at 9.15 p.m.

Turn up 2 single lines

Will you please tear off the form below and return it to, The Secretary, Northfield School Old Students' Association, 27 Cromer Road, Northfield. Forms must be returned by 14th November.

Turn up 2 single lines

Yours faithfully,

Turn up 5 single lines

Secretary

Turn up 2 single lines

Use the hyphen

Turn up 4 single lines

all the way across the pa

Remember to leave a space after the last letter in each item before you put in the dots.

Start the items 'tickets for the,' and so on in the middle of the typing line.

I
of
.....
require tickets for the
..... and enclose
..... for £

Type in
DOUBL
LINE
SPACIA

Take your papers out of the machine and use them to insert the following information.

- Letter A* I Gillian Durber of 45 Eastfield Lane, Oakhampton require two tickets for the Dinner and the Dance. Cheque for £4.00 enclosed.
- Letter B* I Gerry Summers of 78 Leabrooks Road, Uxbridge, Middlesex require four tickets for the Dance. Postal Order for £3.60 enclosed.
- Letter C* I Marilyn Curley of 22 Heath House Lane, Northfield require six tickets for the Dinner and Dance. Cheque for £12.00 enclosed.
- Letter D* I Brian Boyd of 40 Bridge Street, Northfield require two tickets for the Dance. Postal Order for £1 80 enclosed.