

# LESSON 25

Postcodes

*Practise typing postcodes*

PAPER: A5 (210 x 148 mm).

MARGINS:

*Left, Pica 10; Elite, 12;*

*Right, moved out of the way.*

Turn up 7 single-line spaces. Set a tab in the middle of the page to locate the starting point of the second address. Keep the sheet for reference.

*Letter 6*

PAPER: A4.

MARGINS: Suitable.

TARGET TIME: 12 minutes.

Turn up 13 single lines before starting to allow for the printed heading.

Using your framework, space the letter out correctly.

Ltd. (Limited)  
Co. (Company)

Suitable Margins

In Elite type –

WORDS	PAPER	MARGINS
under 150	A5	never less than 12–60
150–250	A4	24–76
250–350	A4	18–82
350–400	A4	12–188

In Pica type –

WORDS	PAPER	MARGINS
under 120	A5	never less than 5–53
120–200	A4	20–62
200–250	A4	15–67
250–350	A4	10–72

Note: left margin must not be narrower than right margin.

UNIT 7

The postcode is typed on both letter and envelope. It is placed either directly under the last line of the address or not more than 6 spaces or less than 2 spaces to the right of the last line of the address on the letter. Postcodes on envelopes must always be typed under the last line of the address. Use a full stop after the last word of the address but *do not punctuate the postcode*, which is typed in two parts with a space between the parts. The *Post Office Guide* gives full information.

Miss J. Tierney,  
16 Cranley Drive,  
Albrighton,  
Salop.  
AL3 6CX

Perris & Owen Ltd.,  
11 Broad Street,  
Newport,  
Mon. NPl 5BS

Leave no more than 6 or fewer than 2 spaces here

Ref. AD/NS

To-day's date

The Manager,  
Family Value Stores Ltd.,  
The Arcade,  
Dudley. DU6 7AR

Dear Sir,

We think you will be interested in the additions to our frozen food range. Samples of all our new products will be delivered by our van driver when he calls with your next delivery. Our Area Representative, Mr. Tom Mason, will be calling on you soon to explain our advertising plans and to give you details of a generous discount to be allowed on purchases during the introductory offer.

The new products are the result of months of careful research both in this country and in America, and we feel that they will rapidly expand the frozen food market. We confidently submit them for your scrutiny.

The enclosed literature will provide you with the background information to the new products.

Yours faithfully,

A. Davies  
Advertising Manager

Enc.

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