

# LESSON 36

Tabulation 11

PAPER: A5 (210 x 148 mm).

TARGET TIME: 5 minutes.

In order to leave equal margins top and bottom of your sheet, turn up 14 single lines before starting. Leave 2 blank lines after the title.

## COUNTRIES

Albania	Spain	Paraguay
Australia	Sweden	Panama
Austria	Switzerland	Peru

Letter 12

PAPER: A4.

MARGINS: Suitable.

TODAY'S DATE

TARGET TIME: 14 minutes.

Ref. RB/AC

Newtown Technical College, Telford Street, Newtown NT2 6RE

For the attention of Mr. Robinson

Dear Sirs, We have just appointed Miss Alexis Corfield to our junior office staff and should like her to attend your college on a day release basis from the beginning of the next session.

Miss Corfield is 16 years of age and gained the Certificate of Secondary Education in both Audio and Copy Typing, Commerce, English, History and Arithmetic. (Paragraph) The London Chamber of Commerce Private Secretary's Certificate seems to be the most suitable course for her and we note that it is held on Monday or Thursday. Either day would suit us. We shall pay the course fees and if you will kindly let us know to whom they are payable a cheque will be sent with the completed enrolment form.

(Paragraph) We look forward to receiving further details of the course together with an enrolment form from you. Yours faithfully,

THOMPSON & WRIGHT LTD R. Bender Training Officer

Display 4

PAPER: A5 (148 x 210 mm).

TARGET TIME: 8 minutes.

Display this menu.

Soup of the Day / Roast Chicken / Bread Sauce and Seasoning / Roast and Creamed Potatoes / Cauliflower and White Sauce / Garden Peas / Fruit Flan or Ices / Cheese and Biscuits / Coffee