# LESSON 42

**Display in the fully-blocked letter**

Clear all tabs first.

Although 3 spaces are suggested, any consistent number can be used.

MARGINS:
  *Left,* Pica 10; Elite 12;
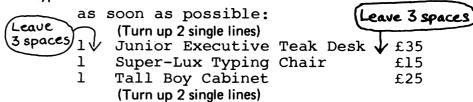  *Right,* moved out of the way.

Clear all tabs.

Turn up 15 single lines before starting.

When typing a letter, you may wish to emphasise or display certain information.
To do this:
Turn up 2 single-line spaces before the portion you want to display, as you would to start a new paragraph.
Starting at the left-hand margin, tap out on the space bar the longest line in each column and leave 3 spaces between each column. Set a tab at the start of each column.
Turn up 2 single-line spaces after the display portion.

Display this on a sheet of A5 paper (210 x 148 mm) and keep it for reference.
Write or type in the instructions.

```
                    as soon as possible:          (Leave 3 spaces)
   (Leave            (Turn up 2 single lines)
   3 spaces) 1↓   Junior Executive Teak Desk ↓ £35
            1     Super-Lux Typing Chair          £15
            1     Tall Boy Cabinet                £25
                    (Turn up 2 single lines)
            We understand that you will supply etc.
```

To display the above:
1.  Find the longest line in each column.
    In the first column it is the figure 1.
    In the second column it is *Junior Executive Teak Desk.*
    In the third column it is *£35.*

2.  If you leave 3 spaces between each column tap out — from the left margin:
    *1* (and 3 spaces) set a tab. *Junior Executive Teak Desk* (and 3 spaces) set a tab.

All other lines start at the margin and tab points.

*Letter 18*

PAPER: A5 (148 x 210 mm).

MARGINS: Suitable.

TARGET TIME: 15 minutes.

Turn up 10 single lines before starting.

```
                    Ref. WL/NC

                    To-day's date

                    Office Furniture Equipment Ltd.,
                    23 Pine Tree Lane,
                    Arboyne,
                    Aberdeenshire.          AR2 9PT

                    Dear Sirs,

                    Thank you for promptly sending us your
                    latest catalogue on Office Furniture.

                    Will you please supply the following
                    items as soon as possible:

                    1    Junior Executive Teak Desk    £35
                    1    Super-Lux Typing Chair        £15
                    1    Tall Boy Cabinet              £25

                    We understand that you will supply the
                    above items at 10% prompt cash.
                    Yours faithfully,   PRICE & BALOGH
                    Wendy Lycett      Chief Buyer
```