



## FORDE & CARTER COMMUNICATIONS GROUP

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Tab 3.25" —————> July 11, 201-

Ms. Mei Zhong  
Professional Document Designs, Inc.  
9345 Blackjack Boulevard  
Kingwood, TX 77345-9345

Dear Ms. Zhong: **Mixed Punctuation**

Modified block format differs from block format in that the date, complimentary close, and the writer's name and title are keyed at the center point. Set a left tab at 3.25" and tap the Tab key to move the insertion point to the center of the page.

Paragraphs may be blocked, as this letter illustrates, or they may be indented 0.5" from the left margin. We suggest using block paragraphs so that the additional keystrokes are not needed.

We recommend that you use modified block style only for those customers who request it. Otherwise, we urge you to use block format, which is more efficient. Please refer to the model documents in the enclosed *Communication Experts Format Guide*.

Sincerely, **Mixed Punctuation**

Monica A. Carter  
Communication Consultant

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Enclosure

### Modified Block Letter with Mixed Punctuation

## Apply It

### 59-d1

#### Two-Page Letter



brown-mayfield ltrhd  
testing

1. Open *brown-mayfield ltrhd* from the data files, and key just through the first paragraph of the two-page letter shown on pages 3-29 and 3-30.
2. Insert the data file *testing* below the first paragraph ([Insert/Object/Text from File](#)), which is the remaining text of the two-page letter. **Note:** Be sure to position the insertion point where you want the text to appear before inserting the file.
3. Create a header to include the three required items of a multiple-page header.
4. Tap ENTER once after the date to leave one blank line between the header and the letter. Suppress the header on the first page.
5. Add a copy notation to **Susan Wyman**.
6. Save and close. (59-d1)

### 59-d2

#### Two-Page Letter



application

#### REVIEW

##### Date

##### [Insert/Text/Date & Time](#)

1. Open *application* from the data files, and format as a modified block letter with mixed punctuation.
2. Add the mailing notation **Confidential**.
3. Add the reference line **Re: Position #1839**.
4. Create a header to include the three required items of a multiple-page header. Insert the Date command and choose to update automatically.
5. Tap ENTER once after the date to leave one blank line between the header and the letter. Suppress the header on the first page.
6. Delete the reference initials since this is a personal business letter prepared by the sender.
7. Create an envelope and add to the document; key the mailing notation **Confidential** below the return address.
8. Save and close. (59-d2)

## WORKPLACE SUCCESS

Lets should be carefully planned. List all the points that need to be covered and make sure they relate to the main purpose of the letter. Letters need to be accurate and written in a timely manner. Business letters often have financial implications, so check to make sure that all stated facts are accurate.

Lets are a more formal means of communicating than are emails, text messages, or memos. Lets should be formal and factual, and at the same time be reader friendly. If the letter is part of a package, limit the cover letter to one page and relegate technical details to enclosed documents. Avoid language that is specific to gender, race, or religion in all business correspondence. For example, use words such as workforce rather than manpower and chairperson rather than chairman.

