UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING
Communication Skills – II (EN3106)

Lab 02 - LaTeX

Writing a letter

1. Create a new file called letter.tex

2. Use the letter document class with a4 paper and 12pt options using
   \documentclass[a4paper,12pt]{letter}

3. Add sender details as follows
   \signature{Your Name}
   \address{University of Colombo School of Computing\\35 Reid Avenue
   Colombo 07}

4. In letter class, LaTeX default is to indent the sender name and the closing above it by a length of **\longindentation.** Set **\longindentation = 0pt** to align closing and sender name to left.

5. Once the preambles are set you can begin the document using **\begin{document}.**

6. Then the receiver's address could be given as follows
   \begin{letter}{Manager\\ ABC Organization\\ Colombo 07}

7. Opening of the letter is given as **\opening{Dear Sir/Madam,}**

8. Add following text as the 1st paragraph
   "I am writing this letter to apply for the Latex expert vacancy advertised by your organization."

9. Add following text as the 2nd paragraph
   I am confident in following functionalities in Latex.

10. Add a numbered list to show text properties and Inside that list use a bulleted list as a sub item list using commands given below

```
\begin{enumerate}
   \item How to use \textbf{Bold} text
   \item How to use \textit{Italic} text
   \item How to change font size
   \begin{itemize}
      \item \tiny Tiny Font
      \item \small Small Font
      \item \Large Large Font
   \end{itemize}
   \item[x] How to use text instead of bullets or number

\end{enumerate}
```

11. Add a closing to the letter using **\closing{Sincerely,}**

12. End letter and end document.

Compile the tex file to pdf and your output should look similar to the image given below.

University of Colombo School of Computing
35, Reid Avenue
Colombo 07

June 14, 2021

Manager
ABC Organization
Colombo 07

Dear Sir/Madam,

I am writing this letter to apply for Latex expert vacancy advertised by your organization.

I am confident in following functionalities in Latex.

1. How to use **Bold** text
2. How to use *Italic* text
3. How to change font size
   - Tiny Font
   - Small Font
   - Large Font
   x How to use text instead of bullets or number

Favourable reply is highly appreciated.

Sincerely,

Your Name