

- Speech

Dear Friends,
Start ur speech.....

.....When U end.....
 last line= Thankyou for your precious time.....

- Newspaper Article

heading/ title
 leave 2 lines

By our Correspondent/Name

_____L.A.L_____

Lahore, December 22:.....

.....

.....

.....

_____L.A.L_____

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_____L.A.L_____

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- Leaflet...

Main Heading
 Leave 2 Lines

This leaflet aims to inform you.....

Leave 2 Lines

1st Subheading

_____L.A.L_____

.....
...
...
....

.....
Leave 2 Lines

2nd Subheading

____L.A.L_____

.....
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.....
.....

Leave 2 Lines

3rd Subheading

____Leave a Line_____

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.....
.....

Leave 2 Lines

For further information plz contact(give contact details)
address
phone #
email
website...

- Report..

To:.....

.....

____L.A.L_____

From:.....

.....

____L.A.L_____

Subject:.....

____L.A.L_____

Date:.....

____L.A.L_____

Begin ur report.....

- Informal Letter.

777-Z (senders address)
DHA

Lahore

_____ L.A.L _____

Date: 1st december 2011

_____ L.A.L _____

Dear X

_____ L.A.L _____

start ur letter.....

..... ur letter ends

_____ L.A.L _____

Your Friend

Y

- Formal Letter. with example addresses

777-Z (senders address)

DHA

Lahore

_____ Leave a Line(L.A.L) _____

Date: 1st december 2011.

_____ L.A.L _____

The Managing director (receivers address)

Machester United Football Club

Matt Busby Road Greater Manchester

United Kingdom

_____ L.A.L _____

Dear Sir

_____ L.A.L _____

Subject: (follow APC Rule)

_____ L.A.L _____

ur letter... 1st para.....

.....

_____ L.A.L _____

2nd para.....

.....

_____ L.A.L _____

3rd para.....

.....

_____L.A.L._____
Yours Sincerely
Name
Sign

P.S: no commas anywhere in format.. shld hav 3 paragraphs..

In house letters have no senders address(letter for e.g to principal.)