* 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  ............................................  
  ...........  
  ........  
  .............  
  ...............................................  
  \_\_\_\_\_\_\_\_\_\_\_\_\_L.A.L\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  ..................  
  .........  
  .......  
  ...........  
  ..............
* 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\_\_\_\_\_\_\_\_\_\_\_\_  
  ...............  
  ............  
  ..........  
  ......................  
  ...................  
  ...................  
  Leave 2 Lines  
  \_\_\_\_\_\_\_\_\_\_\_\_\_  
  3rd Subheading  
  \_\_\_\_\_Leave a Line\_\_\_\_\_\_\_\_\_\_\_\_\_  
  ..............  
  .......................  
  .......................  
  ...................  
  .......................  
  Leave 2 Lines  
  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  For further information plz contact( give contact detals)  
  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.)**