


Fully blocked style with open punctuation

<p>Letterheaded paper</p> <p>Reference (initials of writer/typist, sometimes a filing reference)</p> <p>Date (day, month, year)</p> <p>Inside address (name, title, company, full address, postal code)</p> <p>Salutation</p> <p>Heading (give an instant idea of the theme)</p> <p>Body of letter (one line space between paragraphs)</p> <p>Complimentary close</p> <p>Name of sender</p> <p>Sender's designation or department</p> <p>Enc (if anything is enclosed)</p> <p>Show if any copies are circulated (if more than one, use alphabetical order)</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  </div> <div style="width: 45%;"> <p>Financial Times Prentice Hall Edinburgh Gate Harlow, Essex CM20 2JE UNITED KINGDOM Telephone: +44 (0)1279 623623 Facsimile: +44 (0)1279 431059</p> </div> </div> <p>ST/PJ</p> <p>12 November 200—</p> <p>Mr Alan Hill General Manager Long Printing Co Ltd 34 Wood Lane London WC1 8TJ</p> <p>Dear Alan</p> <p>FULLY BLOCKED LETTER LAYOUT</p> <p>This layout has become firmly established as the most popular way of setting out letters, fax messages, memos, reports – in fact all business communications. The main feature of fully blocked style is that all lines begin at the left-hand margin.</p> <p>Open punctuation is usually used with the fully blocked layout. This means that no punctuation marks are necessary in the reference, date, inside address, salutation and closing section. Of course essential punctuation must still be used in the text of the message itself. However, remember to use commas minimally today; they should be used only when their omission would make the sense of the message unclear.</p> <p>Consistency is important in layout and spacing of all documents. It is usual to leave just one clear line space between each section.</p> <p>I enclose some other examples of fully blocked layout as used in fax messages and memoranda.</p> <p>Most people agree that this layout is very attractive and easy to produce as well as businesslike.</p> <p>Yours sincerely</p> <p>Shirley Taylor</p> <p>SHIRLEY TAYLOR (Miss) Training Specialist</p> <p>Enc</p> <p>Copy Pradeep Jethi, Publisher Amelia Lakin, Acquisitions Executive</p>
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Emphasise the word
MEMORANDUM

Insert the recipient's
name and designation

The sender's name and
designation

A reference (Initials of
sender and typist)

Date of issue

No salutation is necessary

Subject heading – clearly
state the topic of the
message

The body of the memo
should be separated
into paragraphs, reaching
a relevant conclusion
and close

No complimentary close
is necessary

Leave space for signature
sender's name and
position are at the top
(it is not necessary to
repeat these details here)

Enc (if appropriate)

Copy/ies (if appropriate)

MEMORANDUM

To Christine Winters, Administrative Assistant

From Sally Yap, PA to Chairman

Ref SY/JJ

Date 14 August 200—

INHOUSE DOCUMENT FORMATS

Many congratulations on recently joining the staff in the Chairman's office. I hope you will be very happy here.

I am enclosing a booklet explaining the company's general rules regarding document formats. However, I thought it would be helpful if I summarised the rules for ease of reference.

1 DOCUMENT FORMATS

All documents should be presented in the fully blocked format using open punctuation. Specimen letters, fax messages, memoranda and other documents are included in the booklet. These examples should guide you in our requirements.

2 SIGNATURE BLOCK (LETTERS)

In outgoing letters it is usual practice to display the sender's name in capitals and the title directly underneath in lower case with initial capitals.

3 NUMBERED ITEMS

In reports and other documents it is often necessary to number items. In such cases the numbers should be displayed alone with no full stops or brackets. Subsequent numbering should be decimal, ie 3.1, 3.2, etc.

I hope these guidelines will be useful and that you will study the layouts shown in your booklet. If you have any questions please do not hesitate to ask me.

Sally Yap

Enc

Copy Personnel Department

TIP Set a high standard in all your correspondence – high standards in correspondence suggest a high standard in business generally.

1.19 Fully blocked style

When a pre-printed form is not available, the fully blocked style may be used in preparing a fax message, as shown in this example.

Letterheaded paper

Turner Communications Mobile Phone specialists

21 Ashton Drive
Sheffield
S26 2ES

Tel +44 114 2871122
Fax +44 114 2871123
Email TurnerComm@intl.uk

FAX MESSAGE

To Susan Gingell, General Manager
Company Asia Communication (Singapore) Pte Ltd
Fax Number 65 6767677
From Low Chwee Leong, Managing Director
Ref LCL/DA
Date 6 June 200—

Number of Pages (including this page) 1

VISIT TO SINGAPORE

Thank you for calling this morning regarding my trip to Singapore next month. I am very grateful to you for offering to meet me at the airport and drive me to my hotel.

I will be arriving on flight SQ101 on Monday 8 July at 1830 hours. Accommodation has been arranged for me at the Supreme International Hotel, Scotts Road.

I will be travelling up to Kuala Lumpur on Sunday 14 July on MH989 which departs from Singapore Changi Airport Terminal 2 at 1545 hours.

I look forward to meeting you.

Low Chwee Leong

Include the main heading 'FAX MESSAGE'

These headings are important so that all the essential details can be inserted alongside

It is important to state the number of pages being sent

A salutation may be included if preferred

The heading should state the main topic of the fax message

The body of the fax message should be composed similarly to a business letter

A complimentary close is not necessary

TIP You are being judged on how you write – so learn to write well!