

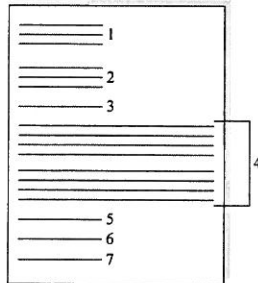
FUNCTIONAL WRITING TIPS

HOW TO FORMAT A LETTER

There are three standard formats used when writing a letter. In the test, you may select any one of these three, but be careful to use the chosen format consistently throughout the letter. The consistent application of one format makes the letter appear attractive and professional to the reader.

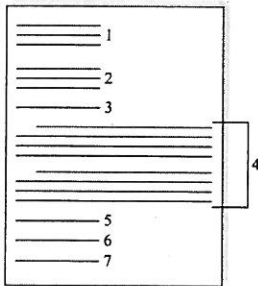
Block Format

Notice that every letter part lines up along the left margin. Paragraphs in the body are not indented. Divisions (between parts, paragraphs) are indicated with double spaces.



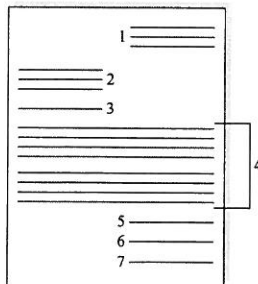
Semi-block Format

The only difference in this format is that the paragraphs in the body are indented.



Modified Block Format

The entire letter remains in block format. The heading, closing, and signature are “modified” by being moved to run along the right margin.



Parts of the Business Letter

The numbers in the headings correspond to the diagrams on the preceding page.

Note: Students should double-space word-processed work in order to make revisions more easily. This should be applied only to the body of the letter and not to the other parts.

1. Heading

The heading consists of your address and the date.

PO Box 4216	212-13936 16 St
Toronto ON L4P 1S2	Toronto ON L4P 1S2
May 19, 2011	May 19, 2011

2. Inside Address

The inside address consists of the name and address of the person to whom you are writing. It usually appears four lines below the heading if a word processor is used or one line below if it is handwritten.

Olivia Millar, President The Reading Room 14216 57 Ave Toronto ON L2T 6H4
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3. Salutation

The most traditional salutation or greeting for a business letter is Dear followed by Mr., Ms., Mrs., or Miss, and the person's last name, followed by a colon.

Dear Mr. Smith:	Dear Mrs. Brown:
Dear F. Black:	Dear Miss Green:

4. Body

The body is the main part of the letter in which you write what you have to say to the addressee. Skip one line after the salutation.

- Be concise. Ensure that sufficient information is given so that your purpose is clearly understood and your request is well received.
- Business letters are usually formal, so the language that you use should also be formal.

5. Closing

The closing is the ending to your letter. It appears at the bottom of the letter, directly under the body. Only the first word in the closing should be capitalized. It is always followed by a comma.

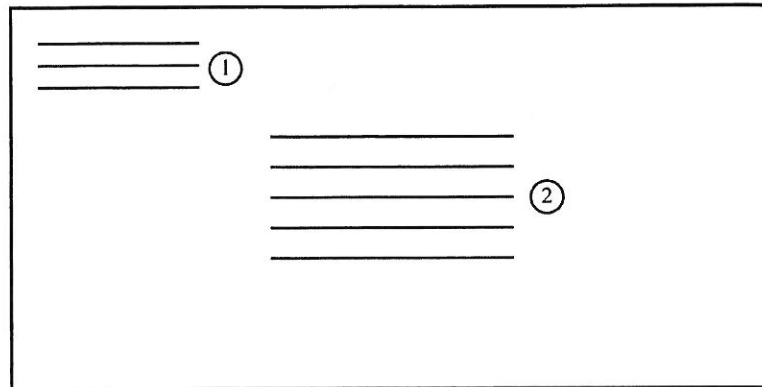
Yours truly,	Sincerely,
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6. Signature

The signature is your full name signed. Your signature should appear directly below the closing. It should always be written in ink.

7. Your Name Printed

Addressing an Envelope



1. Return Address

The return address is the name and address of the person sending the letter. The return address appears in the top left corner of the envelope and consists of your name, post office box number (if applicable), apartment or unit number followed by a hyphen (if applicable), street address (if applicable), city or town, province, and postal code.

SAM RYAN	SAM RYAN
PO BOX 4216	212-13936 16 ST
TORONTO ON L4P 1S2	TORONTO ON L4P 1S2
MAY 19, 2011	MAY 19, 2011

2. Mailing Address

The mailing address is the name and address to which the letter is being sent. It always appears in the centre of the envelope. In a business letter, the address on the envelope is the same as the inside address of the letter. There may be separate lines for the title of the addressee (Editor, Director, President), the division or department in which the person works, and the name of his or her company, business, or organization.

OLIVIA MILLAR, PRESIDENT
THE READING ROOM
14216 57 AVE
TORONTO ON L2T 6H4

Envelope Format

- Addresses should be typed or written in upper-case or block letters.
- All lines of the addresses must be formatted with a uniform left margin.
- Punctuation marks (such as commas and periods) should not be used unless they are part of a place name (e.g., ST. JOHN'S).
- The postal code should always appear on the same line as the municipality and province or territory name, and should be separated from the province by two spaces.
- The two-letter abbreviation for the province name should be used wherever possible; abbreviations for street (ST), avenue (AVE), and boulevard (BLVD) should also be used.
- The return address should be formatted in the same way as the mailing address.

For more information, refer to the “Addressing Guidelines” in the Canada Postal Guide on the Canada Post website at www.canadapost.ca.

The following list contains the correct Canada Post abbreviations for Canadian provinces and territories:

Example

Province	Abbreviation
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland and Labrador	NL
Northwest Territories	NT
Nova Scotia	NS
Nunavut	NU
Ontario	ON
Prince Edward Island	PE
Quebec	QC or PQ
Saskatchewan	SK
Yukon	YT