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Outcomes Lesson #4

To Create A Simple Template Letter

Microsoft Works is a great program for the easy to follow templates that it has. It makes it alot easier to create documents by following the step by step instructions. Microsoft Works gives us three template letter forms: simple, formal and professional.

To Create a Simple Letter

1. Double click on the Microsoft Works icon to open the program.
2. When the pop up box appears, click on Task Wizard.
3. Click on Letter. Click YES to running the task wizard.
4. When the pop up box appears, click on Simple then click next.
5. Click on Letterhead, then on design your own letterhead. Click on personal (the last address used will be shown). Click on next.
6. Click on personal name and type your name. Click next. Type your address and then click next.
7. You can add your phone number, whether it's home, business or fax. You can even add an e-mail address. Click on next.

It will show you a completed letter head. Click on O.K.

8. Click on Address, then click on "I want to type a single address". Click next.
9. Type in the recipient's name and address listed below. Click next.

Mr. John Smith
1234 Apple Street
Orchard Park, On
L5Z 1P4

10. Type in your greeting: Dear Sir, Click next, then click OK.
11. Click on Content. Scroll down and click on "Sorry I can't come to your party" then click on O.K.
12. Click on Text Style, then click on contemporary. Click O.K.
13. Click on create it and the task wizard will create a document using the choices we made.
14. Click create document. The document will open with a pre-designed letter.
15. Hi-light and delete niece and make it nephew, change her to his twice then change Bill to Fred.
16. Change Smokey's to our place.
17. Delete the letter writing tips (all the way to sincerely but leave the word sincerely). Hi-light Your name goes here and type your name.

Fred Smith



123 ♦Wherever, On. ♦Z1Z 1Z1
Home Phone 555-555-5555

August 31, 1999

Mr John Smith
1234 Apple Street
Orchard Park, On
L5Z 1P4

Dear Sir,

Did you ever wish you could be in two places at once? I'm feeling that way about the upcoming weekend. Your anniversary bash sounds like the event of the year. But the timing is bad for us. Our neice is making her First Communion in Atlanta and, as her godparents, Bill and I are committed to being there.

We're disappointed that we'll miss celebrating your twenty-five years of togetherness.

We'd like to toast you belatedly when we return. How about dinner at Smokey's? I'll call you to set a date. Meanwhile, congratulations!

LETTER-WRITING TIPS (Please delete the following tips before printing)

- Let the reader know that you appreciate and understand the importance of the occasion.
- If you value the friendship, be specific about why you can't attend, and suggest a future get-together.

Letter sample and tips from Personal LetterWorks Software by Round Lake Publishing. Letter #1-08. For more information, type "Round Lake Publishing Co." in the Help Index.

Sincerely,

Your name goes here

To Create A Simple Non-Template Letter

To Create a Simple Letter

1. Double Click on the Microsoft Works Icon to open the program.
2. When the pop up box appears, click on the Task Wizard tab.
3. Click on Letter. Click YES to running the task wizard.
4. When the pop up box appears, click on Simple then click next.
5. Click on Letterhead, then on design your own letterhead. Click on personal (the last address used will be shown). Click on next.
6. Click on personal name and type your name. Click next. Type your address and then click next.
7. You can add your phone number, whether it's home, business or fax. You can even add an e-mail address. Click on next.

It will show you a completed letter head. Click on O.K.

8. Click on Address, then click on "I want to type a single address". Click next.
9. Type in the recipient's name and address listed below. Click next.

Mr. John Smith
1234 Apple Street
Orchard Park, On
L5Z 1P4

10. Type in your greeting: Dear Sir, Click next, then click OK.
11. Click on Content. Click on "blank letter" then click on O.K.
12. Click on Text Style, then click on contemporary. Click O.K.
13. Click on create it and the task wizard will create a document using the choices we made.
14. Click create document. The document will open with a pre-designed letter.
15. Hi-light "Start typing your letter here", and type the following lines.

I would like to invite you to an open house party this Saturday at 1 PM. It will be held in our church basement on Main Street in Orchard Park. This is to celebrate the coming of Summer and warmer weather.

If you would be interested in coming, please let me know at (type in your phone number).

Sincerely,

16. Hi-light type your name here and type your name.
17. Click on spell check to check the spelling.
18. When it's O.K., click on print.

Fred Smith

123

Wherever, On

Z1Z 1Z1

Home Phone 555-555-5555

August 31, 1999

Mr John Smith
1234 Apple Street
Orchard Park, On
L5Z 1P4

Dear Sir,

Sincerely,

your name goes here

To Create A Formal Template Letter

To Create a Formal Letter

1. Double click on the Microsoft Works icon to open the program.
2. When the pop up box appears, click on Task Wizard.
3. Click on Letter. Click YES to running the task wizard.
4. When the pop up box appears, click on Formal then click next.
5. Click on Letterhead, then on design your own letterhead. Click on personal (the last address used will be shown). Click on next.
6. Click on personal name and type your name. Click next. Type your address and then click next.
7. You can add your phone number, whether it's home, business or fax. You can even add an e-mail address. Click on next.

It will show you a completed letter head. Click on O.K.

8. Click on Address, then click on "I want to type a single address". Click next.
9. Type in the recipient's name and address listed below. Click next.

Mr. John Smith
1234 Apple Street
Orchard Park, On
L5Z 1P4

10. Type in your greeting: Dear Sir, Click next, then click OK.
11. Click on Content. Scroll down and click on "Thank you for the job interview" then click on O.K.
12. Click on Text Style, then click on Prestige. Click O.K.
13. Click on create it and the task wizard will create a document using the choices we made.
14. Click create document. The document will open with a pre-designed letter.
15. Hi-light "SUBJECT OF LETTER IN UPPERCASE" to THANK YOU FOR THE JOB INTERVIEW.
16. Highlight and change Contoso Ltd's to Microsoft's.
17. Highlight and change experienced construction manager to computer operators.
18. Highlight and change Contoso Ltd to Microsoft.
19. Delete the letter writing tips (all the way to your name goes here).
20. Type your name.
21. Click on spell check to check the spelling.
22. When it's OK, click on print.

Fred Smith

123
Wherever, On
Z1Z 1Z1
Home Phone 555-555-5555

August 31, 1999

Mr. John Smith
1234 Apple Street
Orchard Park, On
L5Z 1P4

SUBJECT OF LETTER IN UPPERCASE

It was a pleasure meeting you yesterday. I enjoyed learning more about the projects your company has underway and hearing about Contoso Ltd.'s ambitious plans for growth.

I came away from our meeting with a strong vision of how I might be a part of that growth. My skills and background dovetail closely with your company's growing need for experienced construction managers, and I believe I possess the talent, commitment, and energy you are looking for in prospective members of the "Contoso Ltd. team."

Please keep me in mind as your plans to add staff take shape. I understand it will be a few weeks before you begin to schedule interviews for specific positions, and I look forward to hearing from you then.

Thank you again for meeting with me yesterday.

LETTER-WRITING TIPS (Please delete the following tips before printing.)

-Following up each interview in writing is crucial in showing you are a serious job applicant. This is your opportunity to make a more lasting impression on your interviewer, and to remind him or her of your strengths.

- Refer specifically to what you discussed and comment on what you took away from the interview.

Letter sample and tips from Business LetterWorks software by Round Lake Publishing, Letter #11-18. For more information, type "Round Lake Publishing Co." in the Help Index.

YOUR NAME GOES HERE (Signature below)

Fred Smith

To Create A Formal Non-Template Letter

To Create a Formal Letter

1. Double click on the Microsoft Works icon to open the program.
2. When the pop up box appears, click on Task Wizard.
3. Click on Letter. Click YES to running the task wizard.
4. When the pop up box appears, click on Formal then click next.
5. Click on Letterhead, then on design your own letterhead. Click on personal (the last address used will be shown). Click on next.
6. Click on personal name and type your name. Click next. Type your address and then click next.
7. You can add your phone number, whether it's home, business or fax. You can even add an e-mail address. Click on next.

It will show you a completed letter head. Click on O.K.

8. Click on Address, then click on "I want to type a single address". Click next.
9. Type in the recipient's name and address listed below. Click next.

Mr. John Smith
1234 Apple Street
Orchard Park, On
L5Z 1P4

10. Type in your greeting: Dear Sir, Click next, then click OK.
11. Click on Content. Click on "Blank Letter" then click on O.K.
12. Click on Text Style, then click on Prestige. Click O.K.
13. Click on create it and the task wizard will create a document using the choices we made.
14. Click create document. The document will open with a pre-designed letter.
15. Highlight "SUBJECT OF LETTER IN UPPERCASE" to CHANGE OF ADDRESS.
16. Highlight "start typing your letter here", type the following lines to let Mr. Smith know that there is a change in your address.

As of December 31, 2000, I will no longer be at the address listed above. I can be reached at my new address:

5678 Apple Sauce Lane,
Grove Tree, ON
H1A 1H2

I hope this is enough notice as not to inconvenience you or your company.

17. Delete the letter writing tips (all the way to your name goes here).
18. Type your name.
19. Click on spell check to check the spelling. When it's OK, click on Print.

Fred Smith

123 Somewhere
Wherever, On
Z1Z 1Z1
Home Phone 555-555-5555

August 21, 2000

Mr. John Smith
1234 Apple Street
Orchard Park, ON
L5Z 1P4

SUBJECT OF LETTER IN UPPERCASE

Start typing your letter here.

YOUR NAME GOES HERE (Signature below)

To Create A Professional Template Letter

To Create a Professional Letter

1. Double click on the Microsoft Works icon to open the program.
2. When the pop up box appears, click on Task Wizard.
3. Click on Letter. Click YES to running the task wizard.
4. When the pop up box appears, click on Professional then click next.
5. Click on Letterhead, then on design your own letterhead. Click on personal (the last address used will be shown). Click on next.
6. Click on personal name and type your name. Click next. Type your address and then click next.
7. You can add your phone number, whether it's home, business or fax. You can even add an e-mail address. Click on next.

It will show you a completed letter head. Click on O.K.

8. Click on Address, then click on "I want to type a single address". Click next.
9. Type in the recipient's name and address listed below. Click next.

Mr. John Smith
1234 Apple Street
Orchard Park, On
L5Z 1P4

10. Type in your greeting: Dear Mr. Smith, Click next, then click OK.
11. Click on Content. Scroll down and click on "Company not at fault for damage" then click on O.K.
12. Click on Text Style, then click on Typewriter. Click O.K.
13. Click on extras, and then on CC (carbon copy). In the box, type the name Mrs. Jane Doe.
14. Click on create it and the task wizard will create a document using the choices we made.
15. Click create document. The document will open with a pre-designed letter.
16. Highlight and change solenoid to bubble gum.
17. Highlight and delete order number PO# 77J4P.
18. After the word "trucking firm" add the company's name One Big Chew.
19. Delete the letter writing tips (all the way to Sincerely, but leave Sincerely).
20. Type your name.
21. Click on spell check to check the spelling.
22. when it's OK, click on print.

Fred Smith

123 Somewhere
Wherever, On
Z1Z 1Z1
Home Phone 555-555-5555

August 31, 1999

Mr. John Smith
1234 Apple Street
Orchard Park, On
L5Z 1P4

Dear Mr. Smith,

We're sorry to learn of the damage to our latest solenoid shipment (PO# 77J-4P). You should file a damage claim with the trucking firm, as our standard terms and conditions of sale state "FOB factory." Our responsibility therefore ends when the trucker signs for the shipment.

I have enclosed a copy of the trucker's pick-up slip, showing that the shipment was in good condition, in case this will help you in filing a claim.

We have enough stock on hand to reship your order. If you would like us to do so, please call us with a purchase order.

LETTER-WRITING TIPS (Please delete the following tips before printing.)

- State clearly who is and who is not responsible.
- Be as helpful as possible to the customer.
- Express empathy.

Letter sample and tips from Business LetterWorks software by Round Lake Publishing. Letter #4-09. For more information, type "Round Lake Publishing Co." in the Help Index.

Sincerely,

Your name goes here

cc: Mrs. Jane Doe

To Create A Professional Non-Template Letter

To Create a Professional Letter

1. Double click on the Microsoft Works icon to open the program.
2. When the pop up box appears, click on Task Wizard.
3. Click on Letter. Click YES to running the task wizard.
4. When the pop up box appears, click on Professional then click next.
5. Click on Letterhead, then on design your own letterhead. Click on personal (the last address used will be shown). Click on next.
6. Click on personal name and type your name. Click next. Type your address and then click next.
7. You can add your phone number, whether it's home, business or fax. You can even add an e-mail address. Click on next.

It will show you a completed letter head. Click on O.K.

8. Click on Address, then click on "I want to type a single address". Click next.
9. Type in the recipient's name and address listed below. Click next.

Mr. John Smith
1234 Apple Street
Orchard Park, On
L5Z 1P4

10. Type in your greeting: Dear Mr. Smith, Click next, then click OK.
11. Click on Content. Click on Blank Letter then click on O.K.
12. Click on Text Style, then click on Typewriter. Click O.K.
13. Click on extras, and then on CC (carbon copy). In the box, type the name Mrs. Jane Doe.
14. Click on create it and the task wizard will create a document using the choices we made.
15. Click create document. The document will open with a pre-designed letter.
16. Highlight Start typing your letter here and type the following:

We regret to inform you that the last shipment of apples that came from your apple grove was not acceptable. The apples arrived five days late and were bruised and damaged to the point that they were no longer sellable.

I understand that it is your policy to have a happy customer, it is ours as well. We are shipping the apples back to your company, they will arrive in 2 days by train.

This is the first time that we have been disappointed with your company and I am sure that you will ensure a speedy solution to this problem.

17. Delete the letter writing tips (all the way to your names goes here).
18. Type your name.
19. Click on spell check to check the spelling.
20. when it's OK, click on print.

Fred Smith

123 Somewhere
Wherever, On
Z1Z 1Z1
Home Phone 555-555-5555

August 21, 2000

Mr. John Smith
1234 Apple Street
Orchard Park, On
L5Z 1P4

Dear Mr. Smith,

Start typing your letter here.

Sincerely,

Your name goes here

cc: Mrs. Jane Doe

Outcomes Lesson #4

1. Learners can create various forms of letters in a template and a non - template environment.
2. Speak and listen effectively.
3. Write clearly to express ideas.
4. Read with understanding for various purposes.