

Name _____ Date _____

Formatting

Focus

Formatting is how text is organized and presented on a printed page. The format can change depending on what you write and who your audience is. For example, a letter of request would not be formatted in the same way as a research report would be.

Practice

Place a check mark next to the correct answer for each question below.

1. Paragraphs are indented when writing

_____ a business letter. _____ a friendly letter. _____ both.

2. The date should be included when writing

_____ a business letter. _____ a friendly letter. _____ both.

3. Paragraphs should be single-spaced in

_____ a business letter. _____ a friendly letter. _____ both.

4. You should sign your name under the closing in

_____ a business letter. _____ a friendly letter. _____ both.

5. An inside address is included in

_____ a business letter. _____ a friendly letter. _____ both.