



Use the Kingheader.doc for all memos.

Memorandum centered and bold

Memorandum

Date: here
To: here
From: here
Subject: here

In this order. Try to make what follows in a straight vertical line

Headers will be bold and simply stated. There will be more space above the header than below it. It is referring to the paragraph below

Introductory Summary

Here you will include What—Why—How of the paper. It should be a couple of sentences

Header

Sub headers will be used to develop individual points concerning the topic presented in its corresponding header.

Subheader

The conclusion restates main idea of memo. The writer will be gentle and remind the reader of what should be accomplished next

Conclusion

Typist of the paper will be identified by initials

ds

Anyone else receiving the memo should be noted CC=carbon copy

Cc: Mr. Julius

If something else is included with the memo, it must be identified so the reader is aware.

Attachment: letter outline

All papers will be typed using 1 1/2 spacing. Size 12 font and times new roman are best.



Use
Kingheaderaddress.doc for
letters. Our address.

1200 44th street
Rapid City SD
57702

Date

Complete address of recipient

Salutation

Letter with paragraphs and such. No need for headers for a letter.

Use page 234 (model 7-1) in the book as an example of letters.

Closing (Sincerely)

Names here Signatures between names and closing