

STYLES OF LETTER



Class : MBA TA IV Sem

Subject: Foreign Language (English)

Unit : IV

Presented By: Ms. Gita Suri

- The words in a business letter and the way in which they are arranged express the writers thought process and give the letter its best appearance which is called style.

STYLES OF LETTER

- Block style
- Semi block style
- Modified block style
- Modified semi block style

- **Block style**

All text is left align. Paragraphs are set towards the left margin. Margin should be set to 1 to 1.5

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- **Semi block style**

Return address, date and complimentary close is on right margin but Inside address and enclosures are on left margin.

- **Modified block style**

All text is left align (except sender address, date and closures. All paragraph lines are flushed at left margin.

- **Modified semi block style**

Return Address, inside address, greetings, complimentary close and signatures are flushed at left margin.