MACMILLAN TYPING TASK BOOKS

Letters, Postcards & Memoranda

Paul Bailey

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TYPING TASKS – LETTERS, POSTCARDS AND MEMORANDA

This book of letters, postcards and memoranda exercises has been compiled to complement any basic typing text but in particular *Typing for Colleges for elementary and intermediate examinations* and *Comprehensive Typing*. It is useful supplementary material for the teacher who prefers not to use a text as such but to teach from his, or her, own material. It is intended to provide material for use with students taking public elementary and intermediate examinations and can be used with non-examination students.

Although instructions are given with all exercises, all exercises have been compiled with a number of alternatives in mind according to the needs of students and the wishes of teachers. For example a teacher may wish students to type a punctuated letter in open punctuation or a fully-blocked letter in the indented style. Many exercises are linked – in line with modern typing examinations. The range of letters, postcards and memoranda exercises will be seen on the Contents page which follows. It will be noted that there is ample envelope addressing practice. Many circulars require the later insertion of material – while several of the linked addresses are to foreign countries.

Most of the material has been presented in simple manuscript to provide further exercises for students – that of reading a range of handwriting.

This book, together with *Typing Problems* and *Displays and Tabulations*, completes the present series.

The author wishes to thank Margaret Hewines for editing and members of the staff of T P Riley School for providing the handwriting.

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