Mailable Copy

and how to produce it

SECOND EDITION

Doreen Sharp

M
MACMILLAN

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Preface to the Second Edition

Although many employers still insist on a specific typing speed, they are less interested in the mechanics of typewriting than in the finished typewritten product. Tremendous importance is constantly given, both in the classroom and within firms, to production of mailable copy which is accurate, in the required 'house style' and signature-worthy.

For students *Mailable Copy* offers a text designed to give them the experience they will need if they are to produce mailable work:

- * *The work is realistic.* All the material in the book has been selected from work supplied by real organisations.
- * *The work is varied.* Each unit consists of material supplied by a different organisation and the book therefore provides experience of many different kinds of work — legal documents, hospital administration, hotel work, plays and scripts as well as normal business correspondence.
- * *The work demands flexibility.* Each unit requires that a particular 'house style' of presentation be adopted. It will be seen that what is required in one office may not be acceptable in another: the important thing is that the typist should adapt quickly to a new style and apply it consistently.

For teachers *Mailable Copy* offers a variety of practical, interesting and up-to-date material which can be used at any stage of training in all types of commercial and secretarial courses in schools, colleges and training departments:

- * *For courses leading to all stages of typewriting examination of the RSA, LCCI, B/TEC and Pitman* the book is an excellent source of realistic material.
The teachers can select complete units or can select individual jobs from the index to illustrate variations in presentation of particular types of work, e.g. memoranda, job specifications.
Manuscript work has been presented in a variety of handwriting styles, to meet examination requirements and teachers' constant requests for more handwritten work.
- * *For courses leading to all stages of typewriting examination of the RSA, LCCI, BTEC and Pitman* the book is an excellent source of realistic material.

All the material for *Mailable Copy* has been compiled from selected work of actual firms and organisations, and the reader's attention is drawn to the following points:

- (a) The hospital and the solicitors have been unable to allow their names to be used. (b) Any firm's style may be reappraised and altered in the future. (c) Not all firms use metric units. (d) Prices quoted in the book are subject to change. (e) Headed stationery has not been reproduced in order to avoid any possibility of misuse. (f) Jobs have been dated, in most instances, '198' so that students can use the current date on their work when they are typing.

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