

Instructions

Type the letter to Mr. Byers using the following instructions:

- Click on NO SPACING STYLE before starting
- 1-inch margins all around
- Enter 5 times before typing the *date*
- Enter 4 times after typing the *date*
- Enter 2 times after the *inside address*
- Enter 2 times after the *salutation*
- Let word wrap feature work (don't hit enter after lines)
- Enter 2 times between paragraphs
- Enter 4 times after *complimentary closing*
- Enter 2 times after *typed signature*
- Type your initials at the end of letter (small, no caps)
- Save as ByersLastName to your Word Folder.
- Header (Name at left, Byers at center, Period # at right)
- Spell check and proofread carefully
- Save again and upload to Docushare

February 11, 2010

Mr. Nigel P. Byers
Central High School
65 Union Ave.
Memphis, TN 38103-2754

Dear Mr. Byers

Your question about the effect of word processing equipment on the need for keying accuracy is a good one.

Accuracy of documents processed is just as important now as ever before. The ease with which keying errors can now be corrected, however, has shifted the emphasis from number of input errors made to skill in finding and correcting errors.

A major weakness of those who take employment test is their inability to detect and correct the errors they make. Therefore, we suggest that employee training should emphasize proofreading and error correction rather than error-free input.

A grading system rewarding efficient proofreading and correction skills instead of penalizing errors of initial input is worthy of your serious consideration.

Sincerely yours

Ms. Leslie Bancroft, Office Manager

le