

The indented style and the blocked style are the two 11  
principal ways of arranging modern business letters on 22  
the typewriter. You ought to be thoroughly familiar with 33  
these two main styles and their variations so that you can 45  
quickly adapt yourself to the particular style that is in use 57  
in the office in which you are employed. An examination 69  
of thousands of letters which originated in the offices of 81  
companies that give careful attention to their correspond- 92  
ence shows that some variation of the blocked style is 103  
rapidly displacing the indented style. The indented style 115  
calls for beginning each successive line of the address five 127  
spaces to the right of the preceding line and for indenting 139  
the first line of each paragraph five spaces. The first line 152  
of the address of the letter and the second and succeeding 163  
lines of each paragraph are begun at the left margin. In 175  
order to be consistent in the use of the indented style 186  
throughout the letter, the complimentary close should 197  
usually start at the center and the name of the company 208  
and the title of the dictator should each be indented five 220  
spaces to the right of the preceding line. When the name 232  
of the company which is to be typed below the close is quite 244  
long, it is all right to type the three lines consisting of the 257  
complimentary close and the company name and the title 268  
of the dictator in the blocked form with each line beginning 280  
at the same point on the scale. 286