

- Speech

Dear Friends,
.....Start ur speech.....

.....When U end.....
last line= Thankyou for your precious time.....

- Newspaper Article

heading/ title
leave 2 lines

By our Correspondent/Name

_____ L.A.L _____
Lahore, December 22:.....

.....
.....
.....
_____ L.A.L _____

.....
.....
.....
.....
_____ L.A.L _____

.....
.....
.....
.....
.....

- Leaflet...

Main Heading
Leave 2 Lines

_____ This leaflet aims to inform you.....
Leave 2 Lines

_____ 1st Subheading

_____ L.A.L _____

.....
...
...
....
.....

Leave 2 Lines

2nd Subheading

_____L.A.L_____

.....
.....
.....
.....
.....
.....

Leave 2 Lines

3rd Subheading

_____Leave a Line_____

.....
.....
.....
.....
.....

Leave 2 Lines

For further information plz contact(give contact details)
address
phone #
email
website...

- Report..

To:.....

.....
_____L.A.L_____

From:.....

.....
_____L.A.L_____

Subject:.....

_____L.A.L_____

Date:.....

_____L.A.L_____

Begin ur report.....

- Informal Letter.

777-Z (senders address)
DHA

Lahore
_____ L.A.L _____
Date: 1st december 2011
_____ L.A.L _____
Dear X
_____ L.A.L _____
start ur letter.....

..... ur letter ends
_____ L.A.L _____
Your Friend
Y

- Formal Letter. with example addresses

777-Z (senders address)
DHA
Lahore
_____ Leave a Line(L.A.L) _____
Date: 1st december 2011.
_____ L.A.L _____
The Managing director (receivers address)
Machester United Football Club
Matt Busby Road Greater Manchester
United Kingdom
_____ L.A.L _____
Dear Sir
_____ L.A.L _____
Subject: (follow APC Rule)
_____ L.A.L _____
ur letter... 1st para.....

.....
_____ L.A.L _____
2nd para.....

.....
_____ L.A.L _____
3rd para.....

.....

_____ L.A.L _____

Yours Sincerely

Name

Sign

P.S: no commas anywhere in format.. shld hav 3 paragraphs..

In house letters have no senders address(letter for e.g to principal.)

Mega Lecture