Document Management

OVERVIEW

In this learning plan, you will review memo and letter formats and the revision symbols used to correct format errors and make needed changes. A thorough review of memo and letter formats will increase your ability to detect formatting errors. Format refers to the placement of the parts of a memo or letter on a page.

Proofreading for format errors is important because a document that is formatted correctly makes a favorable impression on the reader. As you proofread memos and letters, you will pay special attention to spacing used between various parts, alignment of items at the margins, and the placement of special notations.

LEARNING ACTIVITIES

1. Read and discuss the Document Format article.

2. Review the ABC's of Word Processing, and discuss the most important information you learned about formatting with a small group in class.

3. Review Rules 1373 - 1374 in the Gregg Reference Manual, and participate in a Discussion Board regarding the pros and cons of various formats.

4. Read Chapter 10 to learn about memo parts, and complete the Check Up Activities on your own.

5. Collect a sample memo to bring to class and analyze in a small group discussion.

6. Watch the memo format video, take notes, and prepare a written summary (in memo format) of what you learned from the video that you will use in the workplace.

7. [Review the parts of a letter.](#)

ASSESSMENT ACTIVITIES

1. Write a block style letter to your instructor summarizing your experiences during the first week of college this semester.

2. Edit and submit Application 10E.

3. Edit and submit Application 10F.

4. Complete the Chapter 10 Test on BlackBoard.