

A new file is saved as "Lecture Series Letter" in the Tutorial.01\Case1 folder

The return address includes the student's name and the address shown

Student's Name
Wingra Family Practice Clinic
2278 Norwood Place
Middleton, WI 52247

Extra spacing is removed from the return address

Extra spacing is not removed from the date or the blank lines above and below the date

May 8, 2010

The date is as shown, not the current date

Dr. Susanna Trevay
James Madison Medical Center
56 Ingersoll Drive
Madison, WI 53788

Extra spacing is removed from the inside address

The salutation includes a colon; there is one blank line above the salutation, but none below it

Dear Dr. Trevay:

Thank you so much for agreeing to lecture about early childhood vaccinations on Friday May, 21. Before I can publicize your talk, I need some information. Please call by Tuesday with your answers to these questions:

Which vaccines will you cover in detail?

Will you discuss common immune responses to vaccine antigens?

Would you be willing to take questions from the audience?

The list of questions includes a new question, listed third, as shown

Will you provide hands-outs with suggested vaccination schedules?

Sincerely,

The closing includes a comma, one blank line for a signature, the student's name, and the company name as shown

Student's Name

Wingra Family Practice Clinic

There are no spelling or grammar errors, nor are there any red wavy underlines indicating possible spelling errors

The entire document is single spaced