

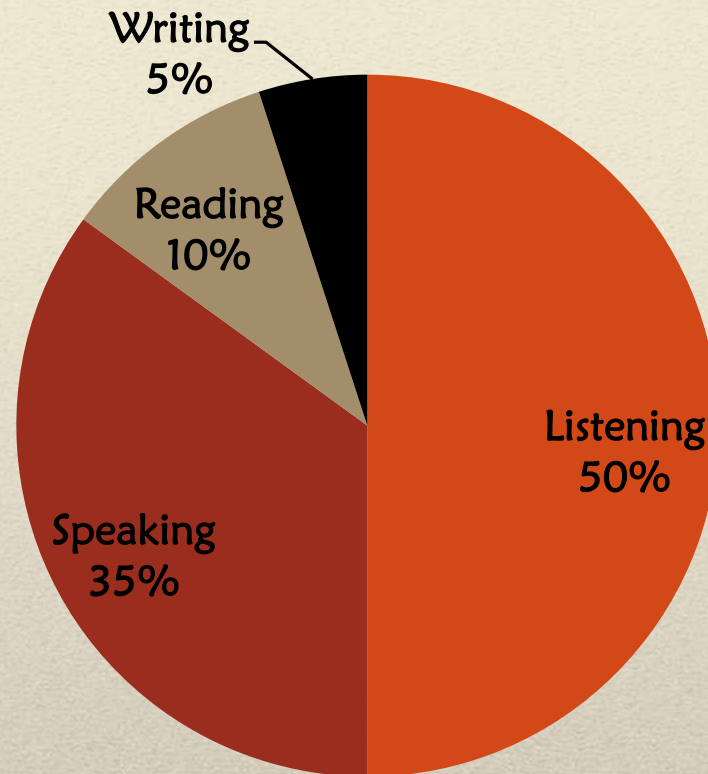


Official Letter

Practice of Written Communication in Business

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The proportion of
the use of
language skill's
components in
everyday life
communication:



For your information...



**Everyone knows letter,
*but not everyone knows how to make a
correct letter, especially an official letter***

- What is the state of letter writing in the age of the Internet? Is the ability to write clear, concise letters no longer important? Has e-mail rendered paper letters obsolete? Is there a completely different style for writing e-mail versus on paper?
- The answer is a resounding 'No!' The Internet has revolutionized the speed at which we communicate, and the ease of getting your message into the hands of other people. With the advent of e-mail, people probably write more than they used to. If anything, the Internet has increased our preference for written communication versus verbal (e.g., sending e-mails instead of making phone calls). That would seem to call for more of an emphasis on writing skills, not less. In fact, recent research says that written communications are one of the ten most important traits of leaders and successful people.
- Professionals today definitely type more than they used do.

LETTER WRITING IN THE INTERNET AGE

- An official letter is a letter that was made by a specific organization/company addressed to other organization/company and individual (people), where the existence of organization or company have been legitimate by the law.
- However, official letters can also be made by a person in a particular need, such as permit application letter.
- Unlike the regular letter, the official letter has a special feature, which has specific parts that constitute the terms of a letter to be an official letter.

The Understanding of Official Letter

With the parts of official letter, it is easier to distinguish an official letter with regular or personal mail. These are the differences:

1

Letterhead

2

**Tied to the use of
standardized language**

Differences between Official and Common Letter



Parts of Official Letter



Remember...

Drawing up an official letters, should be guided to some rules, do not eliminate part of official letter that was mentioned earlier. Every part must be made according to establish standards both in terms of objectives, content, systematic writing, as well as the linguistic elements.

Facilitate letter's recipient to find out the sender's name and address.

In addition, to demonstrate that it is really an official letter.

The letterhead contains important information of the sender:



Organization/
Company's Name



Address



Contact Numbers
(Phone, Fax)

1. Letterhead



Date

Provides information about when the letter was sent not made. In addition, as a guide in the letter archiving.



Letter Number

It is conditionally because some organizations do not have numbering format for letter. It used to determine the sequence of letter that have been sent.



Attachment

Is additional information, it can be documents, images, or other form of attachment that complement or reinforce the content of the letter.



Subject

Used to determine the main issues addressed in the letter, without having to read the entire contents of the letter.

The function of the destination (letter address) is a direct clue about who the recipient of the letter.

Destination (letter address) consists of two types:

1

Destination (letter address) written on the inside of the letter

2

Destination (letter address) written on the cover (envelope) of the letter.

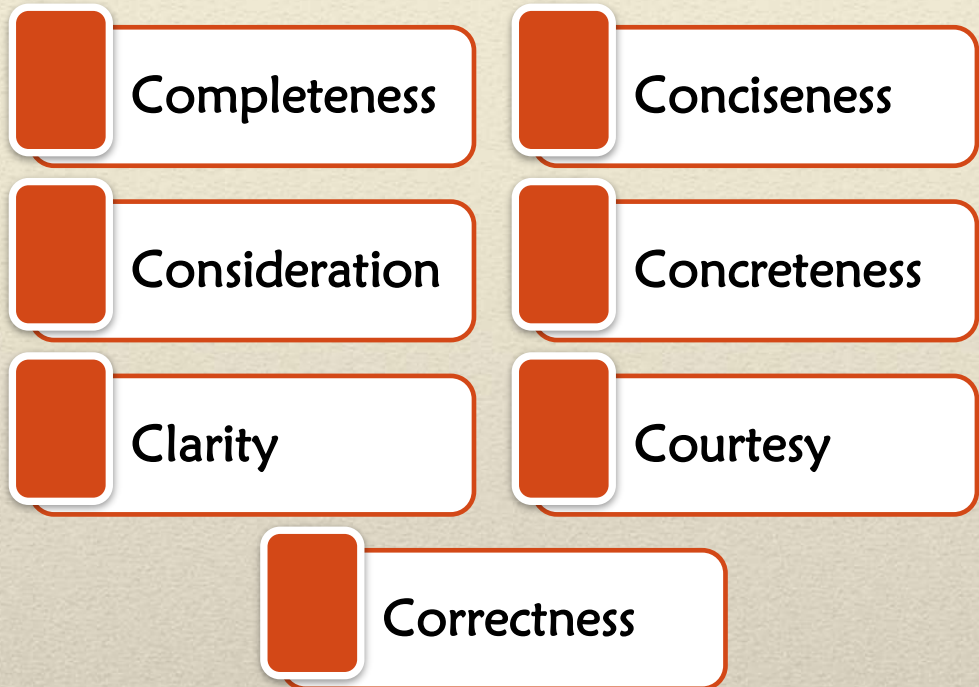
Destination (Address)



Salutation

Is a greeting sentence which written to show respect.

In the making of official letter's body, the use of language must be considered in order to provide the desired effect on the recipients. There are six principles of written communication:



Body



Complimentary Closing

To show respect and also to show gratitude and familiarity.



Sender's Identity

Is a direct clue (individual, part of the organization/company) who send the letter and has direct responsible for the letter being sent. Do not forget to leave a signature as proof of the legality of official letter.

Of course writing a letter is not as big a job as planning a marketing campaign or building a family room.

But it is important. As the saying goes, “Anything worth doing is worth doing well.”

Besides, the “planning” you do for a small writing job, like a letter, need not and should not be elaborate or time-consuming. A few minutes spent thinking and following the steps that follow can help you write a better letter, and may actually save time rather than take more time.



Do a SAP
(Subject, Audience, and Purpose).



Gather the information you need and do additional research is requiredn to complete the letter.



Make a simple outline of the points you need to cover, in the order you want to present them.

Prewriting Planning

SAP analysis is a process that quickly enables you to pin down the content and organization of your letter.

The process requires you to ask and answer three questions:



What is the subject (topic) of your letter?



Who is your audience? (Who will be receiving your letter?)



What is the purpose of your letter?

SAP
[SUBJECT, AUDIENCE, PURPOSE]

Often when people write, they're afraid to make mistakes, and so they edit themselves word by word, inhibiting the natural flow of ideas and sentences.

But professional writers know that writing is a process consisting of numerous drafts, rewrites, deletions, and revisions.

WRITING. Let the words flow freely. Don't worry about style, syntax, punctuation, or typos — just write. You can always go back and fix it later.

REWRITING. You take a critical look at what you've written. Edit for organization, logic, content, and persuasiveness. Add, delete, and rearrange paragraphs. Rewrite jumbled passages to make them clear.

POLISHING. Give your prose a final polishing by editing for style, syntax, spelling, and punctuation. This is the step where you worry about things like consistency in numbers, units of measure, equations, symbols, abbreviations, and capitalization.

The 3-Step Writing Process
