

## GUIDELINES TO CHECK OFF SBA DOCUMENTS

TWO-PAGE MANUSCRIPT - BLOCKED STYLE/INDENTED	CIRCULAR LETTER WITH TEAR-OFF SLIP
<ul style="list-style-type: none"> <li>- Left Top Margin 1.5" or 2"</li> <li>- Right and Bottom margin 1"</li> <li>- Type the heading in closed capitals with 3 spaces between each word or Type the heading in closed capitals with one space between each word</li> <li>- Centre main heading</li> <li>- 1 clear line between heading and subheading</li> <li>- 2 clear line spaces before the body text</li> <li>- Used double line spacing for paragraph</li> <li>- Placed shoulder heading in initials caps and underline</li> <li>- Leave 2 clear line spaces before shoulder heading</li> <li>- Leave 1 clear line space after shoulder heading</li> <li>- Used two clear line spacing before paragraphs only in BLOCKED style.</li> <li>- Use two character spaces after full stops</li> <li>- Insert endnote/footnote appropriately</li> <li>- Document free from typographical/grammatical error</li> <li>- Number continuation page at margin</li> <li>- Leave 2 clear line spaces below page number</li> <li>- Typed the name of manuscript on page 2 in closed capitals</li> <li>- Leave 2 clear line spaces after the name of manuscript on the second page</li> <li>- Continue typing according to rules stated</li> <li>- Insert full name and document &amp; style in the footer</li> <li>- Document is aligned properly</li> <li>- Document is ready for printing</li> </ul>	<ul style="list-style-type: none"> <li>- Used suitable letterhead in header</li> <li>- Leave one clear line space below header</li> <li>- Type the words 'Date as postmarked'</li> <li>- Leave 4 to 5 clear line spaces</li> <li>- Type the word 'Dear'</li> <li>- Leave 1 clear line after the word 'Dear'</li> <li>- Paragraphs in single spacing</li> <li>- Leave 1 clear line space between paragraphs</li> <li>- Type the ending where the ending should be</li> <li>- Insert a line at least two clear line spaces below letter</li> <li>- Insert scissors</li> <li>- Leave at least one clear line space below line</li> <li>- Leave double line space for inserting data on the dotted lines</li> <li>- Leave 2-3 clear line spaces for signature</li> <li>- Allowed one character space after data field line</li> <li>- Used 2 character spaces after full stops or colon</li> <li>- Insert full name and document &amp; style in the footer</li> <li>- Document is aligned properly</li> <li>- Document is ready for printing</li> <li>- Document free from errors</li> </ul>
	<b>REGULAR AGENDA – BLOCKED STYLE</b>
	<ul style="list-style-type: none"> <li>- Use A5 paper</li> <li>- Left margin 1" (indent from gutter)</li> <li>- Right margin – 0.5"</li> <li>- Top margins 1 or 1.5"</li> <li>- Type the name of organization in CLOSED CAPITALS with one space between each word and align left</li> <li>- Type the paragraph of body two clear line spaces below name of organization in single line spacing</li> <li>- Type Agenda in closed or spaced capitals and align left</li> <li>- List items one clear line space below AGENDA in single line spacing with one clear space line between items.</li> <li>- Start items at least 2 character spaces after the numbers</li> <li>- Type signature block in single line spacing three clear line spaces below the items and align left</li> <li>- Document is free from errors</li> <li>- Insert full name and document &amp; style in the footer</li> </ul>
<b>TABULATION</b>	
<ul style="list-style-type: none"> <li>- Use table borders</li> <li>- Centre table in the middle of the page both horizontally and vertically</li> <li>- Type the title two clear line spaces above the table</li> <li>- Insert full name and document &amp; style in the footer E.g <b>Table with Oblique heading or Table with horizontal and vertical headings or Table with multiple column headings</b></li> <li>- Document is aligned properly</li> <li>- Document is ready for printing</li> <li>- Document free from typographical/grammatical error</li> </ul>	
<b>FLOWCHART/ORGANIZATION CHART</b>	
<ul style="list-style-type: none"> <li>- Used correct shapes</li> <li>- Use text box sizes consistently</li> <li>- Words are consistently aligned in the centre, horizontally and vertically all textboxes</li> <li>- The chart is centred in on the page both horizontally and vertically</li> <li>- Insert full name and document &amp; style in the footer</li> </ul>	<b>CHAIRMAN’S AGENDA – BLOCKED STYLE</b>
	<ul style="list-style-type: none"> <li>- Use letter-sized paper</li> <li>- Left margin 1.5" and Right margins 1"</li> <li>- Top margins 2"</li> <li>- Type the name of organization in CLOSED CAPITALS with one space between each word and align left</li> <li>- Type the paragraph of body two clear line spaces below name of organization in single line spacing</li> <li>- Type Chairman’s Agenda in closed or spaced capitals and align left and typed Notes in closed capital and aligned right</li> <li>- Use closed brackets and the number of each item at the right margin or leave as is.</li> <li>- FOLLOW all other rules applied in preparing the regular agenda</li> <li>- Document free from errors</li> <li>- Insert full name and document &amp; style in the footer</li> </ul>

<p><b>WILL</b></p> <ul style="list-style-type: none"> <li>- Use A4 Legal size paper</li> <li>- Used Top and left margins 1.5"</li> <li>- Used right margin 0.5"</li> <li>- Use bottom margin 1"</li> <li>- Type the words LAST WILL AND TESTAMENT OF (name) in closed capitals</li> <li>- Leave two clear line spaces</li> <li>- Type the body in double line spacing</li> <li>- Align document properly</li> <li>- Justify text or Justify the space before the right margin using unspaced hyphens</li> <li>- Use right bracket or parenthesis without space after the longest line in the Attestation clause starting from the first line to the last witness line.</li> <li>- Allow at least 3 line spaces for the signature</li> <li>- Typed endorsement appropriately</li> </ul>	<p><b>INVITATION AND MENU</b></p> <ul style="list-style-type: none"> <li>- Use letter-sized paper</li> <li>- Centre information horizontally and vertically</li> <li>- Use double line spacing</li> <li>- Leave two clear line spaces for insertion of recipient's name, if applicable</li> <li>- Add a simple yet elegant border</li> <li>- Document free from error</li> <li>- Prepare a separate page with you name and document do that invitation can be glued to that paper when printed.</li> </ul>
<p><b>CONTRACT OF EMPLOYMENT</b></p> <ul style="list-style-type: none"> <li>- Use A4 Legal size paper</li> <li>- Used Top and left margins 1.5"</li> <li>- Used right margin 0.5"</li> <li>- Use bottom margin 1"</li> <li>- Type the body in double line spacing</li> <li>- Align document properly</li> <li>- Justify text or Justify the space before the right margin using unspaced hyphens</li> <li>- Use right bracket or parenthesis without space after the longest line in the Attestation clause starting from the first line to the last witness line.</li> <li>- Allow at least 3 line spaces for the signature</li> <li>- Used no punctuation</li> </ul>	<p><b>MENU</b></p> <ul style="list-style-type: none"> <li>- Use gridlines to work out horizontal placement of text</li> <li>- Set margin to 0.5"</li> <li>- Add page border/decorative border from online</li> <li>- Placed text at least 1" away from border</li> <li>- Typed venue in spaced capitals</li> <li>- Type the address in closed capital letters one clear line space below venue</li> <li>- Type meal two clear line spaces below the address in Initial Capitals and underline it</li> <li>- Type the body in single line spacing three clear line spaces below meal</li> <li>- Leave one clear line space between each course and decorated line.</li> <li>- Decorated line is the length of the longest line above</li> <li>- Align left or centre based on the style used</li> <li>- Document is free from error</li> <li>- Insert full name and document &amp; style in the footer</li> </ul>
<p><b>LEASE</b></p> <ul style="list-style-type: none"> <li>- Typed in double line spacing</li> <li>- Top margin 1" or 2"</li> <li>- Right – 0.5"</li> <li>- Left 1.5"</li> </ul>	<p><b>TWO PAGE LETTER</b></p> <ul style="list-style-type: none"> <li>- Use top and left margin 1.5", bottom and right 1"</li> <li>- Create letterhead outside of header in single line spacing. Be simple, yet creative.</li> <li>- Use correct date format according to layout style</li> <li>- Use double line spacing where they should be.</li> <li>- Type paragraph in SLS and separate paragraph using DLS</li> <li>- Insert continuation page heading on page two according to the layout style.</li> <li>- Type address block according to layout style</li> </ul>

**IMPORTANT POINTS TO REMEMBER:**

- One clear line spacing means DLS and TWO clear line spaces mean TLS. When no space is between the lines, this means it is typed in SLS. **Please let this fact 'soak' in your brain cells.**
- Your first and last names along with the name of the document must be in the footer, typed in initial caps and in two separate lines.
- Your document must be formatted properly. If not, you will not get the mark. Each document is worth 1 mark. Please see mark scheme.

**YOU CAN DO IT IF YOU REALLY WANT!!!!**