- 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 detals)
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.)