

FEATURES OF A DOCUMENT

Name:

Type of Document	Purpose/Content	Types of Information	Paper Size	Paper Orientation
Newspaper	Present news of what has been happening and other information eg weather, TV, share prices, adverts, etc	Mixture of text, photographs, tables, charts, graphics.	Tabloid or Broadsheet	Portrait
Letter	This is a very formal means of communication with well established formats for presentation: LETTERHEAD ie Company LOGO, Name, Address, Tel No, etc Date; Name & Address of Recipient; Greeting (Dear Sir); Subject Heading; Message; Salutation; (Yours faithfully); Name and Position of Sender.			
Flyer - Advert	A cheap way to advertise . Usually a single eye-catching sheet. It often tries to attract customers to take advantage of special offers or to provide details of forthcoming events.			
Agenda	Given out before a meeting to list the items to be discussed. Will usually include details of Date; Time and Place of the meeting.			
Minutes	Given out after a meeting as a formal record of what was discussed and what action points were agreed. Usually gives the date of the next meeting.			

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Invoice (Bill)	<p>To provide details of goods or services supplied ie Cat No, Description of Goods, Quantity, Price, VAT, Carriage/Postage, Total Cost.</p> <p>And requesting payment with details of how, when and where payment should be made.</p>			
Memo - Memorandum	<p>Used instead of a letter to send information within a business or organisation. It is less formal than a letter, it should include: To; From; Date; Subject and the Message. A memo is not normally signed but may be initialled.</p>			
Report	<p>Reports usually present the findings of some form of research or investigation along with conclusions and recommendations. Should include: To; From; Date; Heading/Subject, with side headings for Introduction or Brief; Method; Findings; Conclusion and Recommendations.</p>			
Fax - Facsimile	<p>A quick electronic way to send a letter or other information. Can be hand written or computer generated.</p>			
Business Card	<p>Used to give your details to contacts ie people you meet and who you may be able to do business with or who want to contact you again. Should include: Name & Address of your business, Telephone No, Fax No, E-mail Address, Your Name & Position and Tel No/Fax No/E-mail if different from above. May also include business logo and nature of business.</p>			