1947

Let Your Letters Speak for You

Joan Ahern

Iowa State College

Follow this and additional works at: http://lib.dr.iastate.edu/homemaker

Part of the Home Economics Commons

Recommended Citation

Ahern, Joan (1947) "Let Your Letters Speak for You," The Iowa Homemaker: Vol. 27 : No. 8 , Article 8.
Available at: http://lib.dr.iastate.edu/homemaker/vol27/iss8/8

This Article is brought to you for free and open access by the Student Publications at Iowa State University Digital Repository. It has been accepted for inclusion in The Iowa Homemaker by an authorized editor of Iowa State University Digital Repository. For more information, please contact digirep@iastate.edu.
Let Your Letters
Speak for You

by Joan Ahern

The Iowa Homemaker
requests the pleasure of
Miss Jane Adams'
company at dinner
Monday, the fifteenth of March
at eight o’clock

Miss Jane Adams
accepts with pleasure
the kind invitation of
The Iowa Homemaker
for Monday, the fifteenth of March
at eight o’clock

When a formal invitation to a tea or dance
drops into your mailbox, does it always send
you scurrying for your copy of Emily Post?

There are really three easy steps in answering a
formal invitation. Remember that you should answer
the invitation as soon as you receive it. When you
reply, use the same type of phrasing as that in the
invitation. And center your reply on the first page
of a sheet of conservative note paper, preferably white.
The form for a regret is

Miss Jane Adams
regrets that she is unable to accept
The Iowa Homemaker’s
kind invitation for the fifteenth of March

Many of the basic ideas in replying to formal invi­
tations are applied in your everyday letters, too.
Think how thrilled your family would be to receive
a letter that looked pretty on the page! If you can’t
write in a straight line or keep a reasonably straight
margin, write over a sheet of ruled paper.

Express your personality in your letter paper. Count­
less varieties are available for your selection. Try
lightweight paper with interesting watermarks for a
subtle approach. If you write with a squarish back­
hand, choose a square sheet of heavy bond in white,
gray or a soft shade of blue.

Write as you would talk, unless, of course, you leave
all of your sentences unfinished and dangling in
mid-air, or confine your remarks to exclamation points.
Your letter need not be constructed on the laborious
plan of an English 102 ten-paragraph theme, nor
should it be thrown together carelessly. It should be
written easily and informally with an eye for gram­
mar and spelling.

What you put in your letter is up to you, but it is
wise to be somewhat selective. If it’s a special letter,
write it one day and don’t mail it until you’ve read
it over the next day. You’re apt to see a change of
meaning.

When should you write? A good rule is anytime
that you have something to tell a friend. If you do,
your letters will sound more chatty and not the for­
lorn “here I am, miles away from home” type.

MARCH, 1948