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GERMAN BUSINESS CORRESPONDENCE IDEA FOR DIN 676 IN MICROSOFT WORD

The layout of german business letters i.e. positioning the parts is determined by standards, DIN 5008 and DIN 676. In present letters are usually written on computer. The direct application of the mentioned standards by writing on computer, precisely in Microsoft Word can cause mistakes since some information regarding this are not put in concrete terms. They don't appear in books or instructions for business correspondence. This problem is solved by concrete suggestions in this work.

Keywords: business correspondence, DIN 676, word, new suggestion

INTRODUCTION

The standard DIN 676 determines the layout of german business letters through precise definition of the position of the letter parts through giving information about the number of the lines and millimetres. If one wants to apply these standards directly on computer it can cause discrepancies since e.g. the number of the lines in DIN 676 is given counted from the upper edge of the sheet. On computer, concretely in Microsoft Word, the lines are counted and specified from the margin. Consequently e.g. the 5th line in Microsoft Word would actually be the 9th line counting from the upper edge of the sheet.

This is a set up of instructions, which adapts the standard DIN 676 to the work on computer in Microsoft Word and which secure and facilitate the correct positioning of the parts of business letters.

1. POSITION OF THE PARTS FROM THE LEFT EDGE OF THE SHEET

1.1. Standard DIN 676

The most parts of the business letter: sender (Absender), receiver (Empfänger), subject line (Betreff), salutation (Anrede), body (Text), complementary close (Gruß), enclosure notation (Anlage) begin at 24,1 mm from the left edge of the sheet.

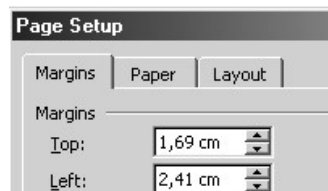
Date and enclosure notation (Anlage) if it is right of the complimentary close begin at 125,7 mm from the left edge of the sheet.

Indentions such as enumerations begin at 49,5 mm from the left edge of the sheet.

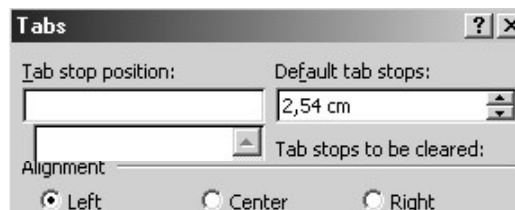
The elements of the references line (Bezugszeichenreihe) begin at 24,1 mm, 74,9 mm, 125,7 mm and at 127,5 mm.

These standards can be taken over in the setup of Microsoft Word so that they become default as follows:

1.2. Setup of the page margins on 2, 41 cm



1.3. Setup of the tab stops



DIN 676 standards for Microsoft Word

The most parts of the business letter: sender (Absender), receiver (Empfänger), subject line (Betreff), salutation (Anrede), body (Text), complementary close (Gruß), enclosure notation (Anlage) begin directly on the left.

The date begins at 4 tab stops, if there is nothing else in the line.

The date begins at 3 tab stops if it is right in the 1st line of the sender or in the last line of the receiver.

The enclosure notation (Anlage) begins at 3 tab stops if it is right in the line of the complimentary close.

Indentions such as enumerations begin at 1 tab stop.

For the parts of the references line (Bezugszeichenreihe) another set up of the tab stops on 50,8 cm is needed:

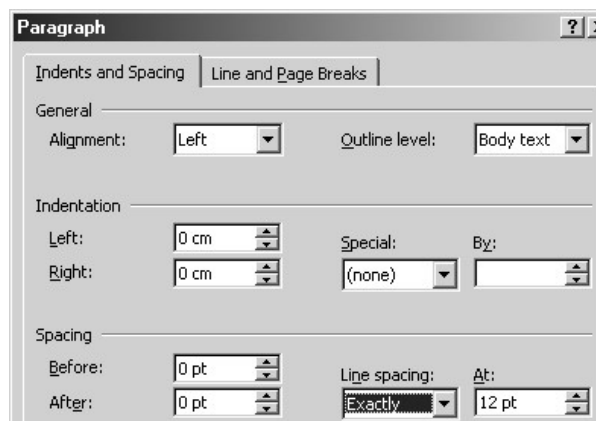
= 50,8 cm

Ihr Zeichen	Ihre Nachricht	Unsere Zeichen	Datum
PM/cz	vom 08.03.2003	CZ/m	12.03.2003

2. POSITION OF THE PARTS DEFINED IN LINES

2.1. Setup of the spacing between the lines

To have the precise position of the lines in millimetres the spacing must be preadjusted on exactly 12 pt.



2.2. Position of the parts from the upper edge of the sheet

To avoid long and complicated explanations, a table of data is given which contains the declarations of the standard DIN 676 and the changed and adapted information proposed here to rationalise the work with german business letters on computer.

Position Elements	Lines from the upper edge of the sheet without margin		Adapted positioning for working on the Computer Lines with page margin on top on 1,69 cm		Distance from the upper edge of the sheet in cm	
	A	B	Layout A ¹	Layout B ¹	A	
1st line of the block sender without letter-head	/	5	/	1	/	1,69
1st line of the block receiver	9	13	4	9	3,39	5,08
the elements of the references line	20	24	16	20	8,04	9,74
the signs of the references line	21	25	17	21	8,47	10,16
subject line (with references line)	24	28	20	24		

Four models follow which give a clear declaration of all standards for working on computer in Microsoft Word:


¹ There are two layouts A and B which depends on the size of the letter-head. If the letter-head is small (not long) layout A will be used. If the letter-head is large (long) or there is no letter-head layout B will be used.

**Instruction for positioning of the parts of business letters
according to german standard DIN 676 in Microsoft Word
- layout A (little letter-head) – without references line**

cm ↓	line	part
↑ margin 1,69 ↓		little ↑ 27 mm ↓ letter-head
3,39 ↓	1.	
8,04 ↓	5.	1. 2. 3. 4. block 5. receiver 6. 7. 8. 9.
	16.	subject line
		salutation
		body
		complementary cl.
		repeating the name
		enclosure notation what is enclosed
		PS

margin
2,41 cm

example
←→ (date → 4 x tab stop of 2,54 cm)



-
•
KROUP Warenhandel
Glockenstraße 157
91054 ESSEN
BRD (date → 3 x tab stop)

•
•
Angebot
•
•
Sehr geehrte Damen und Herren,
•
Ihr Interesse über unsere Produkte ..
•
In unserem neuen Katalog mit ...

Produkte
Lieferbedingungen
Preise

Wir freuen uns auf eine gute

•
Freundliche Grüße

Milica Terzieska
Milica Terzieska


•
Anlage
Katalog
•
Haben Sie zusätzliche Fragen zum ..
unter +389 2 2201455-251 oder


←→
2,54 cm
tab stop

**Instruction for positioning of the parts of business letters
according to german standard DIN 676 in Microsoft Word
- layout B with letter-head – without references line**

cm ↓	line	part
↑ margin 1,69 ↓		letter-head ↑ 45 mm ↓ letter-head
5,08 ↓	1.	
9,74 ↓	9.	1. 2. 3. 4. block 5. receiver 6. 7. 8. 9.
	20.	subject line . . salutation . body . complementary cl. . . repeating the name . enclosure notation what is enclosed . PS

margin 2,41 cm	example
← →	(date → 4 x tab stops of 2,54 cm)





Eilsendung

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Herr
Thomas Knopp
KROUP Warenhandel
Glockenstraße 157
91054 ESSEN
BR DEUTSCHLAND

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Angebot

-
-

Sehr geehrter Herr Knopp,

-

Ihr Interesse über unsere Produkte

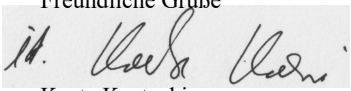
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In unserem Katalog informieren wir

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Freundliche Grüße



Kosta Kostoski

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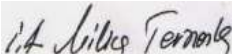
Anlage
Katalog

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Haben Sie zusätzliche Fragen zum

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**Instruction for positioning of the parts of business letters
according to german standard DIN 676 in Microsoft Word
- layout A (little letter-head) – with references line**

cm ↓	line	part	margin	example
			2,41 cm	
			←→	(date → 4 x tab stop of 2,54 cm)
↑ margin 1,69 ↓		little ↑ 27 mm ↓ letter-head	→	
	1.		→	
3,39 ↓			→	
	5.	1. 2. 3. 4. block 5. receiver	→	-
			→	•
			→	KOUP Warenhandel
			→	Glockenstraße 157
			→	91054 ESSEN
			→	BRD (date → 3 x tab stop)
8,04 ↓			→	•
	16.	references line	→	•
	17.	references	→	Ihr Zeichen Ihre ...
8,47 ↑			→	TK 23 A 2003-09-11
			→	•
			→	•
	20.	subject line	→	Angebot
9,74 ↑			→	•
		salutation	→	•
			→	Sehr geehrte Damen und Herren,
			→	•
		body	→	In unserem neuen Katalog mit
			→	Produkte
			→	Lieferbedingungen
			→	Wir freuen uns auf eine gute
			→	•
		complementary cl.	→	Freundliche Grüße
			→	
			→	Milica Terzieska
		repeating the name	→	•
			→	Anlage
		closure notation what is enclosed	→	Katalog
			←→	
			2,54 cm	
			tab stop	

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