



Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

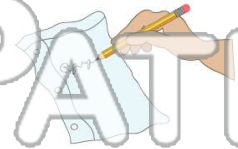
1 There are **two types** of letters, friendly letters and \_\_\_\_\_ letters.



- A salutation
- B official
- C business
- D pleading

2 In a **friendly letter**, there are \_\_\_\_\_ parts.

- A two
- B three
- C four
- D five



# NEW PATH LEARNING

3 The **five parts** of a friendly letter are the **heading**, the **salutation**, the **body**, the **closing**, and the \_\_\_\_\_.

4 The heading of a **friendly letter** is written in the \_\_\_\_\_ corner.



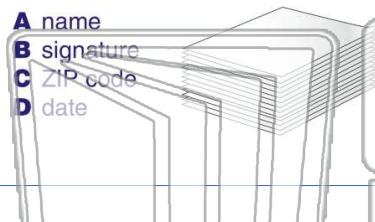
5

## PREVIEW

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7 \_\_\_\_\_ friendly letter contains the writer's city, state, and \_\_\_\_\_.

\_\_\_\_\_ friendly letter contains the \_\_\_\_\_.



- A name
- B signature
- C ZIP code
- D date

- A name
- B signature
- C ZIP code
- D date

# NEW PATH LEARNING

9 The **salutation** of a friendly letter is also known as the **greeting** of the letter.

10 The **salutation** of a friendly letter is located at the **right** margin.

True or false?

True or false?

- A true
- B false

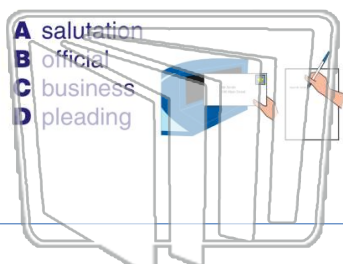
- A true
- B false





Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

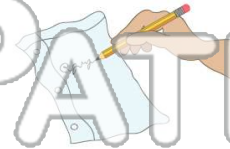
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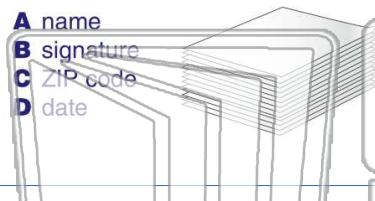
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**PREVIEW**

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- B signature
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8 \_\_\_\_\_ friendly letter contains the \_\_\_\_\_.

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