



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

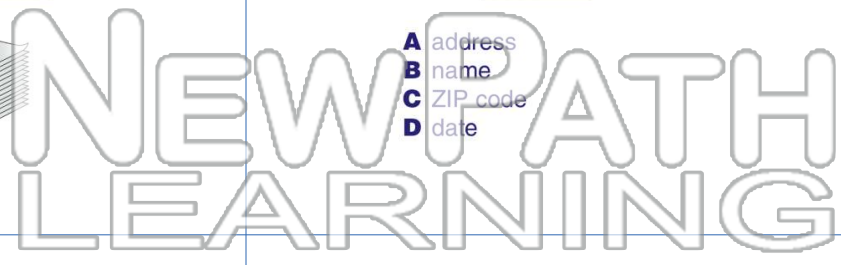
1 The signature of a friendly letter is written **directly under** the \_\_\_\_\_.



- A heading
- B salutation
- C body
- D closing

2 The **signature** of a friendly letter is the writer's \_\_\_\_\_.

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



3 In a **business letter**, there are \_\_\_\_\_ parts.

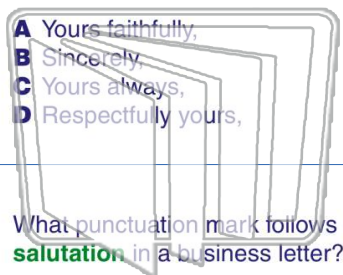
4 The **six parts** of a **business letter** are the heading, the inside address, the salutation, the body, the closing, and \_\_\_\_\_.



## PREVIEW

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7 **Sincerely** is used in a business letter to the chief executive officer of Xerox Corporation?



- A Yours faithfully,
- B Sincerely,
- C Yours always,
- D Respectfully yours,

both the writer's return address and the name and address of the person to whom the letter is written.

True or false?

- A true
- B false

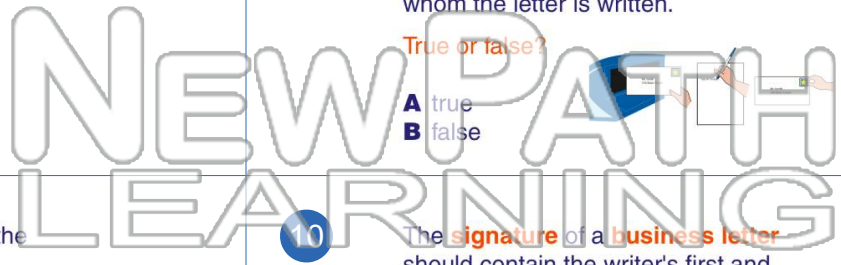
9 What punctuation mark follows the **salutation** in a business letter?

- A period
- B question mark
- C exclamation point
- D colon



10 The **signature** of a **business letter** should contain the writer's first and \_\_\_\_\_ name.

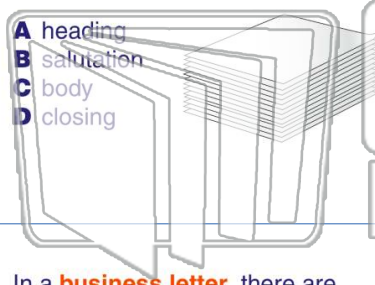
- A nick
- B middle
- C last
- D friendly





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

1 The signature of a friendly letter is written **directly under** the \_\_\_\_\_.



- A heading
- B salutation
- C body
- D closing

2 The **signature** of a friendly letter is the writer's \_\_\_\_\_.

- A address
- B name
- C ZIP code
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3 In a **business letter**, there are \_\_\_\_\_ parts.

4 The **six parts** of a **business letter** are the heading, the inside address, the salutation, the body, the closing, and \_\_\_\_\_.

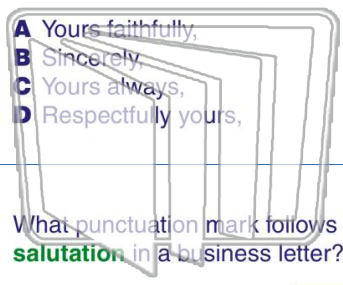


5

**PREVIEW**

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7 **Sincerely** is used in a business letter to the chief executive officer of Xerox Corporation?



- A Yours faithfully,
- B Sincerely,
- C Yours always,
- D Respectfully yours,

both the writer's return address and the name and address of the person to whom the letter is written.

True or false?

- A true
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