



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

1 Name the **five parts** of a **friendly letter**.



2 The \_\_\_\_\_ of a **friendly letter** is also known as the **greeting** of the letter.  
Circle the answer.

name      salutation      closing

6 The **envelope** for both a friendly letter and a business letter should contain both the **writer's return address** and the **name and address of the person to whom the letter is written**.

True or false?

true      false



7 Circle the **punctuation mark** that follows the **salutation** in a business letter.

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## PREVIEW

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c. closing

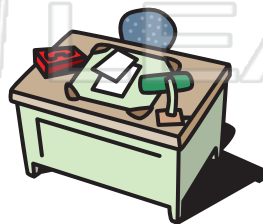
b. Sincerely,

c. Love,



5 What would be the most appropriate **closing** to use in a **business letter** to the chief executive officer of a corporation?

- a. Yours faithfully,
- b. Sincerely,
- c. Yours always,



10 Cross out the item that is not part of a business letter.

body      outside address

inside address      heading



# Letter Writing - Answer Key

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

1 Name the **five parts** of a **friendly letter**.

heading, salutation,  
body, closing, signature



2 The \_\_\_\_\_ of a **friendly letter** is also known as the **greeting** of the letter.

Circle the answer.

name salutation closing

6 The **envelope** for both a friendly letter and a business letter should contain both the **writer's return address** and the **name and address of the person to whom the letter is written**.

True or false?

true false



7 Circle the **punctuation mark** that follows the **salutation** in a business letter.



3



4

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c. closing

b. Sincerely,

c. Love,

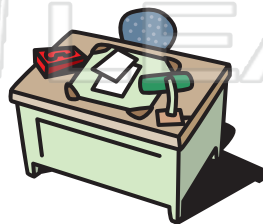


5 What would be the most appropriate **closing** to use in a **business letter** to the chief executive officer of a corporation?

a. Yours faithfully,

b. Sincerely,

c. Yours always,



10 Cross out the item that is not part of a business letter.

body

~~outside address~~

inside address

heading