

Letter Writing



Name	_ Class		Date
Name the five parts of a friendly letter The of a friendly letter is all		and a business lett the writer's return a and address of the letter is written. True or false?	oth a friendly letter er should contain both address and the name person to whom the
known as the greeting of the letter. Circle the answer. name salutation closing	ng 7	Circle the punctua the salutation in a	tion mark that follows business letter.
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Please Sign In or	Sign U	o to downle	oad riate
the printable ver	sion of t	his workshe	
c. closing	>	b. Sincerely,	
What would be the most appropriate closing to use in a business letter to chief executive officer of a corporation	n? 10		that is not part of a
a. Yours faithfully,b. Sincerely,		business letter. body	outside address
c. Yours always,	i	nside address	heading



Letter Writing - Answer Key



Name	Class	Date		
1 Name the five parts of a friendly letter. heading, salutation, body, closing, signature of a friendly letter is also known as the greeting of the letter.	t t	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 etter is written. True or false? True false		
name salutation closing		Circle the punctuation mark that follows he salutation in a business letter.		
3 T PRE	VIEW	ris the tly under		
Please <u>Sign In</u> or <u>Sign Up</u> to download the printable version of this worksheet				
c. closing 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 C	Cross out the item that is not part of a usiness letter. body outside address side address heading		
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