

Business Letter Questions

Keyboarding Skills

1. What is a block letter?

2. Give an example of mixed punctuation.

3. What information is found in the inside address?

4. Where is the complimentary close placed on the letter?

5. What is a modified-block letter?

6. What does xx indicate on a letter?

7. In a letter, the first thing that you type is usually what?

9. QS indicates what?

11. Write an example of a salutation?

13. How should the paragraphs of a modified block letter be typed?
