

## Keyboarding Skills

### Letters with Special Features Questions

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: *Identify the letter of the choice that best completes the statement or answers the question.*

The attention line is used to:

- A. Direct a letter to a person, position or department specially.
- B. Direct the reader to a file.
- C. Provide a short description of the letter purpose.

2. The special letter parts that is keyed as the first line of the letter address is:

- A. Reference line
- B. Subject line
- C. Attention line

3. The subject line provides the reader with a short description of the purpose of the letter.

- A. True
- B. False

5. The postscript information begin with PS

- A. True
- B. False

6. An example of a mailing notation is:

- A. Personal
- B. Confidential
- C. Certified

7. Mailings notations always are keyed in uppercase.

- A. True
- B. False

8. Copy notation indicates:

- A. Source documents or files.
- B. Others are receiving a copy of the letter.
- C. Do not appear on original document

9. \_\_\_\_\_ appear after the reference initials.

- A. Reference line
- B. Closing
- C. Enclosure

A. Match the examples in Column B with the letter parts in Column A by writing the letter of your choice in the blank spaces provided.

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- | Column A                   | Column B  |
|----------------------------|---|
| a. Attention line          | 1. _____ REGISTERED MAIL  |
| b. Body                    | 2. _____ SUBJECT: DICTATION PROCEDURES                                    |
| c. Carbon copy notation    | 3. _____ Enclosures (2)   |
| d. Company signature       | 4. _____ <u>Attention Mr. John Braska</u>                                 |
| e. Complimentary closing   | 5. _____ Robert F. Grimes<br>Sales Manager                                |
| f. Date                    | 6. _____ RFG:jm   |
| g. Enclosure notation      | 7. _____ Dear Professor Caranaby  |
| h. Inside address          | 8. _____ cc Mary Allen  |
| i. Mailing notation        | 9. _____ January 29, 19—  |
| j. Postscript              | 10. _____ Mr. Robert VanderMay<br>9 Bromley Drive<br>Binghamton, NY 13905 |
| k. Reference initials      |   |
| l. Return address          |   |
| m. Salutation              |   |
| n. Subject line            |   |
| o. Writer's identification |   |