

## Business Letter Questions

### Keyboarding Skills

1. What is a block letter?

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2. Give an example of mixed punctuation.

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3. What information is found in the inside address?

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

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5. What is a modified-block letter?

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6. What does xx indicate on a letter?

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

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9. QS indicates what?

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11. Write an example of a salutation?

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

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