Name: _____ Date: _____

PARTS OF A BUSINESS LETTER WORKSHEET 1

Directions: Use the list of word choices to answer the following questions.
ทำข้อสอบแบบเติมคำ

salutation	body
complimentary close	signature
inside address	subject line
body	heading
date	salutation

1. _____ includes the name of the writer's company and address.
2. The receiver's name, company name, and address are called the _____.
3. _____ is a greeting to a reader.
4. The _____ of the letter contains the message.
5. Yours sincerely, is an example of a _____.
6. The _____ is when the letter is written.
7. The purpose of the letter is included in the _____ .
8. Dear Ms. Jennifer is a _____.
9. The _____ tells the reader what the main point of the letter is.
10. _____ has three parts including, your handwritten signature, typewritten name and your typewritten title in the organization.

well done!

LIVEWORKSHEETS