

# **Friendly letter**

**Write the answer that corresponds with the correct response. All letters must be written in lowercase letters.**

**Example: a**

1. What is another name for the friendly letter?

(a.) business letter    (b.) formal letter    (c.) informal letter    (d.) family letter

2. How many parts does a friendly letter have?

(a.) four    (b.) five    (c.) six    (d.) seven

3. What does the body contain?

(a.) the writer's message to the receiver    (b) the writer's address and the date    (c.) greeting

4. Where is the signature placed on a friendly letter?

(a.) above the salutation    (b.) below the closing    (c.) top right-hand side of the page

5. Where is the stamp placed on an envelope?

(a.) top left-hand side    (b.) top right- hand side    (c.) centre of the envelope

6. In a letter of invitation, the writer should include:

(a.) the time of the event    (b.) what type of event it is    (c.) place    (d.) all of the options

7. A friendly letter is NOT written to\_\_\_\_\_.

(a.) friends    (b.) family    (c.) business people    (d.) acquaintances

8. An example of a closing for the friendly letter is \_\_\_\_\_.

(a.) regards    (b.) love    (c.) yours truly    (d.) sincerely

9. The punctuation mark that goes after the salutation is a \_\_\_\_\_.

(a.) colon    (b.) semi-colon    (c.) comma    (d.) full stop

10. The paragraphs written in the body of a friendly letter should be \_\_\_\_\_.

(a.) written in caps    (b.) indented from the margin