

Business Inquiry Email Quiz

I. Multiple-Choice Questions

1. What is the primary purpose of a business inquiry email?

- a. To make a formal complaint about a service
- b. To request information about a product, service, or other business matters
- c. To build a casual relationship with a business contact
- d. To promote your own services to a business

a. b. c. d.

2. Which of the following is the most appropriate subject line for a business inquiry email?

- a. "Hey, I need some help!"
- b. "Inquiry: Fall 2023 Product Catalog Request"
- c. "Excited to connect about your services!"
- d. "Got a few questions for you!"

a. b. c. d.

3. Which greeting is considered formal and professional for a business email?

- a. Hey there!
- b. Good Afternoon!
- c. Dear Mr. White,
- d. To whom it may concern

a. b. c. d.

Part 3: Matching Questions

Match the parts of a business inquiry email with their descriptions:

- Closing Remarks
- Sign-Off and Signature
- Introduction
- Request
- Subject Line
- Greeting

- a. Provides a concise summary of the email's purpose
- b. Explains who you are and why you are writing
- c. Thanks the recipient and indicates follow-up actions
- d. Outlines what information or action is being requested
- e. A polite opening addressing the recipient
- f. Includes your name, job title, and contact information

Part 4: Arrange the parts of an inquiry email in the correct order.

Below are the parts of a business inquiry email. Rearrange them into the correct order as they should appear in the email:

- a. Request
- b. Subject Line
- c. Closing Remarks
- d. Greeting
- e. Sign-Off and Signature
- f. Introduction