

**Click and choose the right answer for each question.**

1. Which greeting is best for an informal letter to a friend?
  - a) Dear Sir
  - b) Hi Siti
  - c) To whom it may concern
2. Which closing is appropriate for a friendly letter?
  - a) Yours faithfully
  - b) Respectfully
  - c) Your friend
3. Which sentence is suitable for the body of an informal letter?
  - a) I am writing to request information about your company
  - b) I hope you are well. I went to the park yesterday
  - c) I would like to make a formal complaint
4. What should you NOT include in an informal letter?
  - a) Slang or informal words
  - b) Friendly questions
  - c) Personal experiences
5. Where does the writer's name go in an informal letter?
  - a) At the top of the letter
  - b) After the closing at the bottom
  - c) In the middle of the body
6. Which of the following is a correct informal closing?
  - a) Yours sincerely
  - b) See you soon
  - c) Respectfully yours
7. Which of the following sentences is the best to start an informal letter?
  - a) How are you? I hope you are having a good day.
  - b) I am writing to inform you...
  - c) This is to notify you that...
8. Which of these is a suitable topic for an informal letter?

- a) Writing to a principal to request a library day
- b) Writing to a company to ask for a refund
- c) Writing to your best friend about your weekend

9. Which of the following is an example of a formal letter?

- a) A letter to you best friend
- b) A letter to your principal requesting leave
- c) A letter to your cousin

10. Which of the following is an example of an informal letter?

- a) A complaint letter to a company
- b) A letter to the mayor
- c) A letter to your grandmother

11. What is the correct greeting in a formal letter?

- a) Hi buddy!
- b) Dear Sir/Madam
- c) Hello dear!

12. What is the correct greeting in an informal letter?

- a) Dear Sir,
- b) To whom it may concern
- c) Dear Siti