Name: _____ No. _____ S.2/ _____

A. Match the main parts of business letter in A with the details in B.

A

1. The date line
2. The sign
3. The salutation
4. The heading
5. The inside address
6. The closing paragraph
7. The complimentary close
8. The printed name
9. The opening paragraph
10. The job title

B

A. The PR Manager

B. B&G Printing Company
60 Sukhumvit Rd., Bangna, BKK

C. Dear Mr. Yamamoto,

D. We look forward to serving you.

E. *S. Smiths*

F. Simon Smiths

G. August 12, 2025

H. I have seen your products advertisement of November 15, 2025.

I. The Sales Manager
Sunshine Tour Company
21 Sinakarin Rd.
Prawet, BKK

J. Faithfully yours,



Good Communication Builds Success

LIVEWORKSHEETS