

Keyboarding Skills

Letters with Special Features Questions

Name: _____ Grade: _____ Date: _____

Instructions: *Identify the letter of the choice that best completes the statement or answers the question.*

The attention line is used to:

- A. Direct a letter to a person, position or department specially.
- B. Direct the reader to a file.
- C. Provide a short description of the letter purpose.

2. The special letter parts that is keyed as the first line of the letter address is:

- A. Reference line
- B. Subject line
- C. Attention line

3. The subject line provides the reader with a short description of the purpose of the letter.

- A. True
- B. False

5. The postscript information begin with PS

- A. True
- B. False

6. An example of a mailing notation is:

- A. Personal
- B. Confidential
- C. Certified

7. Mailings notations always are keyed in uppercase.

- A. True
- B. False

8. Copy notation indicates:

- A. Source documents or files.
- B. Others are receiving a copy of the letter.
- C. Do not appear on original document

9. Appear after the reference initials.

- A. Reference line
- B. Closing
- C. Enclosure

A. Match the examples in Column B with the letter parts in Column A by writing the letter of your choice in the blank spaces provided.

Column A

- a. Attention line
- b. Body
- c. Carbon copy notation
- d. Company signature
- e. Complimentary closing
- f. Date
- g. Enclosure notation
- h. Inside address
- i. Mailing notation
- j. Postscript
- k. Reference initials
- l. Return address
- m. Salutation
- n. Subject line
- o. Writer's identification

Column B

- 1. _____ REGISTERED MAIL
- 2. _____ SUBJECT: DICTATION PROCEDURES
- 3. _____ Enclosures (2)
- 4. _____ Attention Mr. John Braska
- 5. _____ Robert F. Grimes
Sales Manager
- 6. _____ RFG:jm
- 7. _____ Dear Professor Caranaby
- 8. _____ cc Mary Allen
- 9. _____ January 29, 19—
- 10. _____ Mr. Robert VanderMay
9 Bromley Drive
Binghamton, NY 13905