

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