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. ☐

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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

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