

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