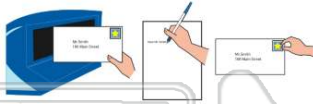




Name _____ Class _____ Date _____

1 There are **two types** of letters, friendly letters and _____ letters.

- A salutation
- B official
- C business
- D pleading



2 In a **friendly letter**, there are _____ parts.

- A two
- B three
- C four
- D five



3 The **five parts** of a friendly letter are the **heading**, the **salutation**, the **body**, the **closing**, and the _____

- A signature
- B date
- C main idea
- D _____



4 The heading of a **friendly letter** is written in the _____ corner.

- A upper left
- B upper right
- C bottom left
- D bottom right

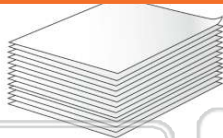


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7

A name
B signature
C ZIP code
D date



- B signature
- C ZIP code
- D date

9 The **salutation** of a friendly letter is also known as the **greeting** of the letter.

True or false?

- A true
- B false



10 The **salutation** of a friendly letter is located at the **right** margin.

True or false?

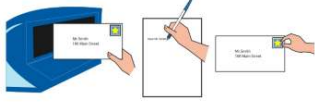
- A true
- B false



ANSWER KEY

There are **two types** of letters, friendly letters and _____ letters.

- A salutation
- B official
- C business
- D pleading



(C)

In a **friendly letter**, there are _____ parts.

- A two
- B three
- C four
- D five



(d)

The **five parts** of a friendly letter are the **heading**, the **salutation**, the **body**, the **closing**, and the _____.

- A signature
- B date
- C main idea
- D significant



(a)

The heading of a **friendly letter** is written in the _____ corner.

- A upper left
- B upper right
- C bottom left
- D bottom right



(b)



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- B signature
- C ZIP code
- D date

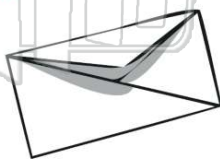


- C ZIP code
- D date

The **salutation** of a friendly letter is also known as the **greeting** of the letter.

True or false?

- A true
- B false



(a)

The **salutation** of a friendly letter is located at the **right** margin.

True or false?

- A true
- B false

(b)