



Name _____ Class _____ Date _____

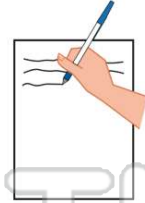
1 The first word in the **salutation** of a friendly letter is capitalized.

True or false?

- A true
- B false

2 What punctuation mark follows the **salutation** in a friendly letter?

- A period
- B question mark
- C exclamation point
- D comma



3 The **main part** of a friendly letter is called the _____.

- A heading
- B salutation
- C body
- D signature

4 The part of a friendly letter where the writer says "**goodbye**" is called the _____.

- A heading
- B salutation
- C body



PREVIEW

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7
A heading
B salutation
C body
D margin

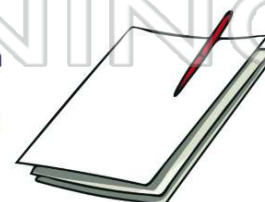
- A Yours faithfully,
- B Yours always,
- C Love,
- D Sincerely,

9 What would be the most **appropriate closing** to use in a friendly letter to a student in your class?

- A Your classmate,
- B Yours always,
- C Yours faithfully,
- D Respectfully yours,

10 What is the **last part** of a friendly letter?

- A heading
- B salutation
- C body
- D signature





ANSWER KEY

The first word in the **salutation** of a friendly letter is capitalized.

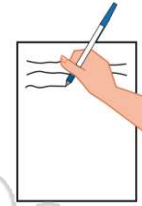
True or false?

- A true
- B false

(a)

What punctuation mark follows the **salutation** in a friendly letter?

- A period
- B question mark
- C exclamation point
- D comma



(d)

The **main part** of a friendly letter is called the _____.

- A heading
- B salutation
- C body
- D signature

(c)

The part of a friendly letter where the writer says "**goodbye**" is called the _____.

- A heading
- B salutation
- C body
- D closing

(d)



PREVIEW

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- A heading
- B salutation
- C body
- D margin



- B Yours always,
- C Love,
- D Sincerely,



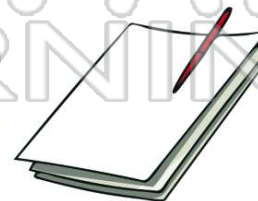
What would be the most **appropriate closing** to use in a friendly letter to a student in your class?

- A Your classmate,
- B Yours always,
- C Yours faithfully,
- D Respectfully yours,

(a)

What is the **last part** of a friendly letter?

- A heading
- B salutation
- C body
- D signature



(d)