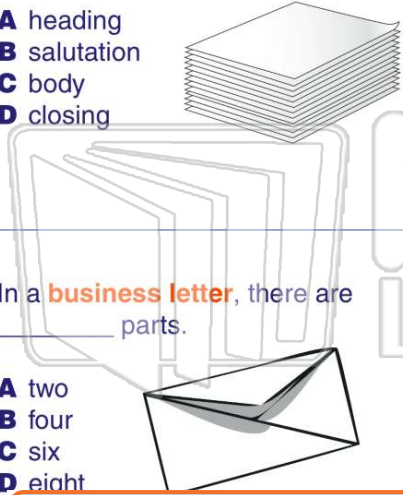




Name _____ Class _____ Date _____

1 The signature of a friendly letter is written **directly under** the _____.

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



3 In a **business letter**, there are _____ parts.

- A two
- B four
- C six
- D eight

2 The **signature** of a friendly letter is the writer's _____.

- A address
- B name
- C ZIP code
- D date

4 The **six parts** of a **business letter** are the heading, the inside address, the salutation, the body, the closing, and the signature.

True or false?



PREVIEW

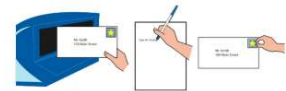
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7 _____
V
c
th
C

- A Yours faithfully,
- B Sincerely,
- C Yours always,
- D Respectfully yours,

True or false?

- A true
- B false



9 What punctuation mark follows the **salutation** in a business letter?

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



10 The **signature** of a **business letter** should contain the writer's first and _____ name.

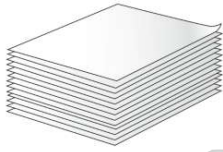
- A nick
- B middle
- C last
- D friendly



ANSWER KEY

The signature of a friendly letter is written **directly under** the _____.

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



(d)

The **signature** of a friendly letter is the writer's _____.

- A address
- B name
- C ZIP code
- D date

(b)

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

- A two
- B four
- C six
- D eight



(c)

The **six parts** of a **business letter** are the heading, the inside address, the salutation, the body, the closing, and the signature.

True or false?

- A true

(a)



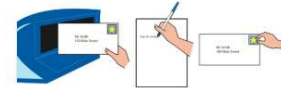
PREVIEW

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- A Yours faithfully,
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What punctuation mark follows the **salutation** in a business letter?

- A period
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- C exclamation point
- D colon



(d)

The **signature** of a **business letter** should contain the writer's first and _____ name.

- A nick
- B middle
- C last
- D friendly

(c)