

**BUSINESS LETTER**

Total questions: 10

Worksheet time: 5mins

Instructor name: Mrs. Lita Nurapiyani

Name

Class

Date

1. What is the purpose of the date in a business letter?
 - a) To show the birth date of the sender
 - b) To timestamp the letter for legal purposes
 - c) To record when the letter was written
 - d) To indicate the deadline for a response
2. Which of the following is NOT a part of a business letter?
 - a) Complimentary close
 - b) Body
 - c) Table of contents
 - d) Enclosures
3. What is the main purpose of a business letter?
 - a) To advertise products to the general public
 - b) To entertain the recipient with stories
 - c) To communicate formally with another company or person
 - d) To serve as a personal diary entry
4. Which of the following is a common writing style for business letters?
 - a) Descriptive
 - b) Persuasive
 - c) Narrative
 - d) Expository
5. How should you address a woman if you do not know her marital status?
 - a) Mrs.
 - b) Miss
 - c) Madam
 - d) Ms.
6. What is the correct order for the parts of a business letter, starting from the top?
 - a) Recipient's Address, Sender's Address, Date, Salutation, Body, Complimentary Close, Signature
 - b) Sender's Address, Date, Recipient's Address, Salutation, Body, Complimentary Close, Signature
 - c) Sender's Address, Recipient's Address, Date, Salutation, Body, Complimentary Close, Signature
 - d) Date, Sender's Address, Recipient's Address, Salutation, Body, Complimentary Close, Signature
7. What is the tone typically used in a business letter?
 - a) Poetic and abstract
 - b) Humorous and light-hearted
 - c) Formal and professional
 - d) Informal and friendly

8. Which part of a business letter contains the main message or information?
- a) Body
 - b) Complimentary close
 - c) Salutation
 - d) Signature
9. What is the purpose of the salutation in a business letter?
- a) To greet the recipient before the body of the letter
 - b) To provide the sender's contact information
 - c) To thank the recipient for their time
 - d) To introduce the subject of the letter
10. When is it appropriate to use the salutation "To Whom It May Concern"?
- a) When writing to a close friend
 - b) When responding to a complaint
 - c) When you know the recipient's name
 - d) When the recipient's identity is unknown