

Writing a letter in English

Q1. When writing a letter to somebody we don't know, and whose job title we don't know either, what's the correct salutation?

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Q2. When writing a letter to somebody called Felicity Price, who is married, what's the correct salutation?

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Q3. When writing a letter to somebody called Felicity Price, who is unmarried, what's the correct salutation?

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Q4. What's the correct date format?

- a) 25/6/2014
- b) June 25 2014
- c) 25th June 2014

Q5. Where do we write our address?

- a) in the top right-hand corner
- b) in the top left-hand corner
- c) at the bottom of the page

Q6. Where do we write the recipient's address?

- a) Above our address, on the left-hand side of the page.
- b) Below our address, on the left-hand side of the page.
- c) At the top of the page, in the middle.

Q7. After the salutation, what's the first thing we need to do?

- a) Write an introduction paragraph.
- b) Give our contact details.
- c) Give the information immediately.

Q8. Which is correct?

- a) I write you to say
- b) I write to say
- c) I am writing to say

Q9. How should we separate our ideas?

- a) By using a space.
- b) By starting a new paragraph.
- c) By using a new piece of paper.

Q10. If we know the name of the person we are writing to, how do we end our letter?

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Q11. If we don't know the name of the person we are writing to, how do we end our letter?

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Q12. Which word do we generally use instead of 'can', in questions?

- a) Could
- b) Might
- c) Will

ANSWERS

A1. When writing a letter to somebody we don't know, and whose job title we don't know either, what's the correct salutation?

Dear Sir/Madam, To whom it may concern.

A2. When writing a letter to somebody called Felicity Price, who is married, what's the correct salutation?

Dear Mrs. Price.

A3. When writing a letter to somebody called Felicity Price, who is unmarried, what's the correct salutation?

Dear Miss. Price.

A4. What's the correct date format?

c) **25th June 2014**

A5. Where do we write our address?

a) **in the top right-hand corner**

A6. Where do we write the recipient's address?

b) **Below our address, on the left-hand side of the page.**

A7. After the salutation, what's the first thing we need to do?

a) **Write an introduction paragraph.**

A8. Which is correct?

c) **I am writing to say**

A9. How should we separate our ideas?

b) **By starting a new paragraph.**

A10. If we know the name of the person we are writing to, how do we end our letter?

**Yours sincerely,
best regards.**

A11. If we don't know the name of the person we are writing to, how do we end our letter?

**Yours faithfully,
best regards.**

A12. Which word do we generally use instead of 'can', in questions?

a) **Could**