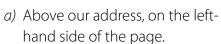
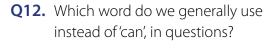


Writing a letter in English

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?	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
Q2.	When writing a letter to somebody called Felicity Price, who is married, what's the correct salutation?	a) b)	Which is correct? I write you to say I write to say I am writing to say
Q3.	When writing a letter to somebody called Felicity Price, who is unmarried, what's the correct salutation?	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.
Q4.	What's the correct date format? a) 25/6/2014 b) June 25 2014 c) 25th June 2014	Q10.	If we know the name of the person we are writing to, how do we end ou letter?
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	Q11.	If we don't know the name of the person we are writing to, how do we end our letter?
Q6.	Where do we write the recipient's address?		



- b) Below our address, on the lefthand side of the page.
- c) At the top of the page, in the middle.



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









Writing a letter in English

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

