#### **Business Letter Basics**

**QUESTIONS** 

#### Which date format should NOT be used in an English business letter?

October 18, 2002



18 October 2002

18.10.200

#### Which date format should NOT be used in an English business letter?

October 18, 2002



18 October 2002



18.10.200

#### Which date format should NOT be used in an English business letter?







# You start a business letter to the U.K. with 'Dear Sir or Madam'. What should the complimentary close be?

Yours faithfully

Yours sincerely,



Yours faithfully,

**Sincerel** 

# ERRO

**BACK** 



#### Where can the subject line in an English letter be?

BETWEEN THE SENDER'S NAME AND THE RECIPIENT'S ADDRESS. BETWEEN THE BODY OF THE LETTER

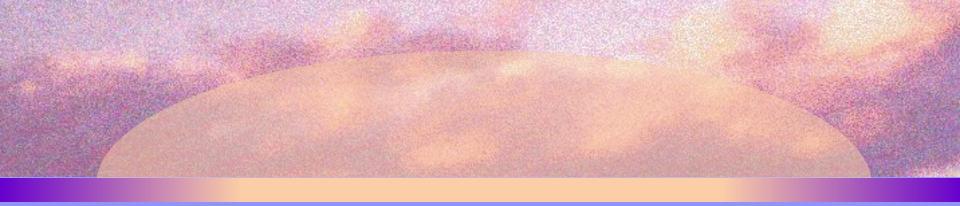


AND THE COMPLIMENTARY CLOSE. BETWEEN THE SALUTATION LINE AND

#### No, the subject line should be somewhere else.









Good! This is where you MAY put it.

# You write a letter to the UK starting 'Dear Ms. Black,' How should this letter end?

Love



Yours faithfully,

Yours sincerely.





#### WRONG!

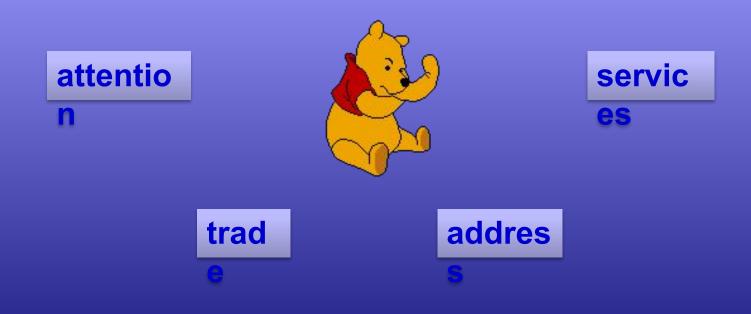






IT'S REALLY SO!

#### The first goal in writing a business letter is to get the recipient's ...







OOPS!





### YOU'RE RIGHT

#### The enclosure notation represents...

that you have left out a part of the letter and need to mail them another letter



that there is something else besides the letter included in the envelope

the typists name

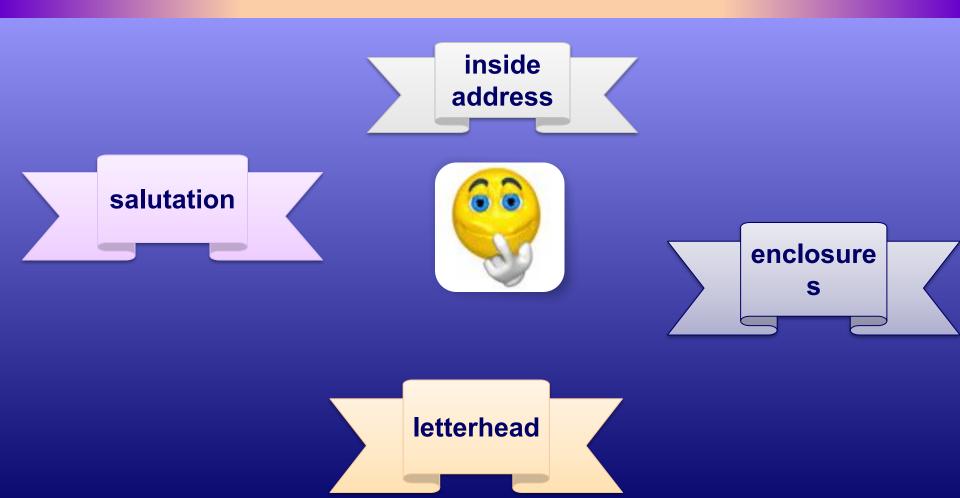








#### Our address and phone number are shown on our...





WRONG!







#### Traditionally, where should you place the date on your letter?

In the middle of the paper

On the top left of the paper



At the end of the

letter

On the bottom

right











## RIGHT YOU ARE!

# When keying in a personal business letter that is in block style, the block style style means...

All parts of the letter, except the salutation are typed at the left margin

All parts of the letter, except the return address are typed at the left margin



All parts of the letter should be typed at left margin

All parts of the letter should be centered

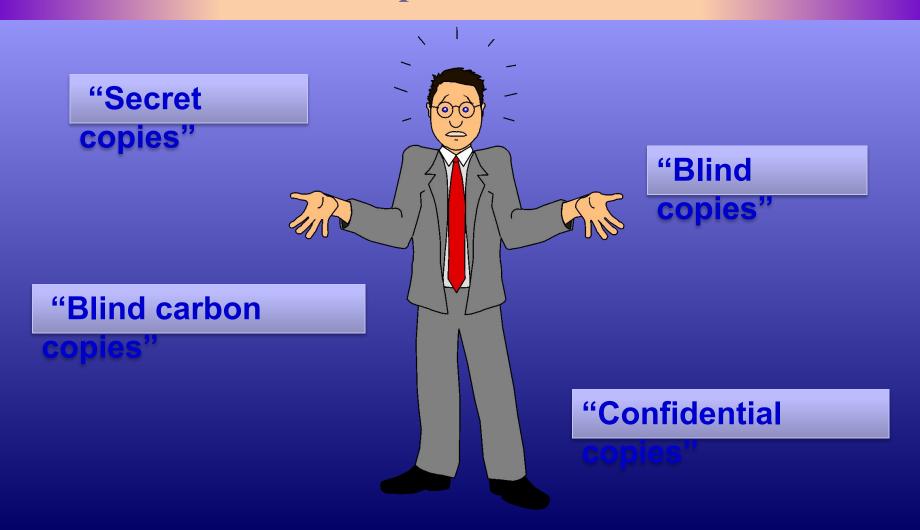








# If we don't want the named recipient to know that other people have received copies we use:





# 

BACK

