

BUSINESS LETTER TRUE OR FALSE TEST



Are the following statements True or False?

With block format, all new paragraphs are
indented

TRUE



FALSE



YES, YOU'RE RIGHT



WRONG!

BACK

Are the following statements True or False?

In business letters a salutation is generally followed by a comma or a colon

TRUE



FALSE



YES, YOU'RE RIGHT



WRONG!

BACK

Are the following statements True or False?

Business letters should be simple and easy
to read

TRUE



FALSE

LUCKY YOU ARE!





POOR!
TRY AGAIN!

BACK

Are the following statements True or False?

The date on a business letter should
appear after the salutation

TRUE



FALSE



YES, YOU'RE RIGHT



POOR!
TRY AGAIN!

BACK

Are the following statements True or False?

An "Enclosure" note should appear
below the typed name of the sender at the
end of the letter

TRUE



FALSE



YES, YOU'RE RIGHT



WRONG!

BACK

Are the following statements True or False?

Contact information generally appears in
the closing paragraph of the letter

TRUE



FALSE

LUCKY YOU ARE!





POOR!
TRY AGAIN!

BACK

Are the following statements True or False?

Identifying the audience is one of the first
steps in planning a business letter

TRUE



FALSE

LUCKY YOU ARE!





WRONG!

BACK

Are the following statements True or False?

It is considered standard formatting to
include the recipient's address before the
salutation in a business letter

TRUE



FALSE

LUCKY YOU ARE!





WRONG!

BACK



THAT'S ALL