

# Letter Parts and Purposes Review

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## Understanding Letters and Their Importance

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Answer the following questions based on what you've learned about letter writing.

1. What is the first part of a letter?

- A. Body
- B. Greeting
- C. Heading

2. How can writing letters show God's love? Give a few examples.

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3. The \_\_\_\_ contains the main message of the letter.

4. The closing of a letter is only necessary for formal letters.

- True       False

5. Which part of the letter shows respect and friendship?

- A. Greeting
- B. Closing
- C. Heading

6. What is the purpose of the heading in a letter?

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7. A personal letter often has a friendly \_\_\_\_ at the beginning.

8. All letters are written for the same purpose.

- True       False

9. What part of a letter identifies the writer?

- A. Greeting
- B. Signature
- C. Body

10. Why might a letter to a friend be different from a letter to a teacher?

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### Answer Key

1. Heading 2. Writing letters can encourage others, offer support, and share good news, showing we care about them. 3. body 4. False 5. Closing 6. The heading tells when and where the letter was written. 7. greeting 8. False 9. Signature 10. A letter to a friend might be more casual and personal, while a letter to a teacher would be more formal and respectful.

Made by Kylie Tyler & Jim Tyler with support from Dan, Barb, and Darren Tyler