

Business Letter Basics Review

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Understanding Letter Writing

Name: _____

Date: _____

Answer the following questions based on the lesson about business letters.

1. What is the first part of a business letter?

- A. Date
- B. Sender address
- C. Recipient address

2. A good business letter should use ____ language.

3. The body of the letter should state the purpose in the first paragraph.

- True False

4. How can your writing show God's love in a business letter?

5. What should you include in a professional closing?

- A. Best wishes
- B. Sincerely
- C. Take care

6. Proverbs 16:24 teaches us that pleasant words are sweet to the ____ and health to the bones.

7. Using clear communication is not important in a business letter.

- True False

8. When might you need to write a business letter? Give one example.

9. What is one way to show respect in your writing?

- A. Using slang
- B. Being polite
- C. Ignoring the reader

10. Colossians 4:6 reminds us to let our speech be with ____, seasoned with salt.

Answer Key

1. sender address 2. clear 3. True 4. By being respectful and kind in my words. 5. Sincerely 6. soul 7. False 8. I might write a business letter to request information from a local organization. 9. Being polite 10. grace