

Business Letter Basics Review

BibleMouse.com

Understanding Professional Communication

Name: _____

Date: _____

Answer the following questions based on what you learned about business letters.

1. What is the first part of a business letter that includes the sender's information called?

- A. Date
- B. Salutation
- C. Sender's address

2. What are two key differences between a business letter and a friendly letter?

3. The closing of a business letter should be informal and friendly.

- True False

4. In a business letter, the _____ is where you greet the recipient.

5. Which of the following is an important reason to proofread a business letter?

- A. To make it longer
- B. To check for errors
- C. To add more details

6. How can clear communication in a business letter honor others?

7. A business letter should include a signature at the end to verify the sender's identity.

- True False

8. The body of a business letter should be written in a clear and _____ manner.

9. When might you need to write a business letter?

- A. To invite a friend to a party
- B. To request information from a company
- C. To write a story for school

10. According to Proverbs 22:29, what is the benefit of being skilled in your work?

Answer Key

1. sender's address 2. A business letter is more formal and uses professional language, while a friendly letter is more casual and personal. Business letters also follow a specific format. 3. False 4. salutation 5. To check for errors 6. Clear communication shows respect for the recipient's time and understanding. It helps convey the message accurately without confusion, making it easier for them to respond. 7. True 8. concise 9. To request information from a company 10. Being skilled in your work allows you to stand before important people and be recognized for your abilities.

