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