

16 Multiple choice questions

1. the typists initials in lower case letters
 - a. Business Letters
 - b. reference initials
 - c. center
 - d. 2 inches

2. contains a colon (;) after the salutation and a comma (,) after the complimentary close
 - a. modified style
 - b. mixed punctuation
 - c. salutation
 - d. open punctuation

3. All elements are aligned at the left margin EXCEPT the date, complimentary close, and signature line.
 - a. body
 - b. date
 - c. block style
 - d. modified style

4. the greeting of the letter. It is always formal, normally begins with the word "Dear," and includes the person's title and last name. Double space after it.
 - a. salutation
 - b. date
 - c. center
 - d. open punctuation

5. The sender's name is typed here and their title may be included. Double space after it.
 - a. center
 - b. date
 - c. salutation
 - d. signature line

6. The top margin of a business letter
 - a. center
 - b. 2 inches
 - c. date
 - d. 1 inch

7. has no punctuation mark after the salutation and complimentary close
- salutation
 - signature line
 - mixed punctuation
 - open punctuation
8. All elements of the letter are aligned at the left.
- date
 - modified style
 - body
 - block style
9. Placed 2 inches from the top of the page. DO NOT abbreviate it. quadruple space after it.
- 1 inch
 - body
 - date
 - center
10. The name and address of the person and/or company to whom you are sending the letter. Double space after it.
- 2 inches
 - Business Letters
 - date
 - inside address
11. They are more formal than a personal letter.
- inside address
 - block style
 - center
 - Business Letters
12. lists the sender's logo, company name, address, phone/fax number, and web address. It is usually preprinted on the paper.
- center
 - 2 inches
 - letterhead
 - date

13. a short, polite closing such as respectfully yours, sincerely, or cordially yours
- modified style
 - signature line
 - complimentary close
 - center
14. The written text. It is NEVER hand written in a business letter.
- 1 inch
 - date
 - body
 - center
15. where you begin typing the date, complimentary close, and signature line in a modified block style letter
- center
 - 1 inch
 - date
 - 2 inches
16. side and bottom margins of a business letter
- body
 - center
 - 1 inch
 - 2 inches