

Formal Letter Writing

Circle the correct answer

1. *Sincerely yours* is more common in American English than in British English.
2. *Yours truly* is more common in American English than in British English.
3. You put the address of the person you are writing to in the top right-hand corner of the letter.
4. If you don't know the person's name, sign off with *Yours faithfully*.
5. It is correct to finish the letter with *I look forward to hear from you*.
6. *2/3/06* is a good way to write the date.
7. Print your name above your signature.
8. In the first paragraph you should write a few polite lines to express your admiration of the person you are writing to.
9. The first paragraph should simply contain the reason for your letter.
10. The last paragraph should state what action you expect the person to take.
11. You should use *per pro* or *pp* if you are signing a letter for someone else.
12. *Dear Mr Michael Brown* is a correct way to start a letter.
13. *cc* stands for carbon copy

True/False

True/False

True/False

True/False

True/False

True/False

True/False

True/False

True/False

True/False

True/False

True/False

True/False