

Formal Letter Writing

Circle the correct answer

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