Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Period\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Letter Quiz

**Directions: Circle the best answer for each question.**

1. What type of notation should be used if a map were included in the envelope with the letter?
   1. Copy
   2. Enclosure
   3. Typist initials
   4. Attachment
2. What type of document would be **MOST APPROPRIATE** to thank a senator for speaking to a class?
   1. Academic report
   2. Business letter
   3. Memorandum
   4. Table
3. What type of computer program would **MOST LIKELY** be used to key a letter?
   1. Word processing
   2. Spreadsheet
   3. Database
   4. Multimedia presentation
4. What type of correspondence would be **BEST** to complain about a restaurant?
   1. Unbound report
   2. Personal business letter
   3. Memorandum
   4. Table
5. The principal is writing a letter to a parent. A copy of this letter is given to the teacher. What should be included on the letter?
   1. Enclosure notation
   2. Copy notation
   3. Attachment notation
   4. Typist initials
6. The business owner hand wrote a letter that was given to his secretary to key using word processing software. What should be included on the letter?
   1. Enclosure
   2. Copy
   3. Attachment
   4. Typist initials
7. Which part is the author’s address?
   1. Return address
   2. Inside Address
   3. Salutation
   4. Complimentary close
8. How is the salutation written?
   1. Dear Julie
   2. Sincerely
   3. Rebecca Dunworthy
   4. Enclosures
9. Which part is the address of the person receiving the letter?
   1. Return Address
   2. Letter Address
   3. Salutation
   4. Complimentary close
10. Which part is the complimentary closing?
    1. Dear Julie
    2. Sincerely yours
    3. 123 Baker Street
    4. Enclosure
11. Which part is the body of the letter?
    1. Greeting
    2. Paragraphs
    3. Typist initials
    4. Complimentary close
12. How is the complimentary close written?
    1. Dear Julie
    2. Sincerely
    3. Rebecca Dunworthy
    4. Enclosures
13. What is the line spacing after the dateline?
    1. Single
    2. Double
    3. Triple
    4. Quadruple
14. What is the line spacing used **between** paragraphs?
    1. Single
    2. Double
    3. Triple
    4. Quadruple
15. What is the line spacing used **within** paragraphs?
    1. Single
    2. Double
    3. Triple
    4. Quadruple
16. What is the line spacing used after the complimentary close?
    1. Single
    2. Double
    3. Triple
    4. Quadruple
17. Which punctuation style is used when there is not a colon in the salutation or a comma in the complimentary close?
    1. Open punctuation
    2. Mixed punctuation
    3. Closed punctuation
    4. Block style
18. How should the top margin be set in a letter?
    1. 1”
    2. 1.5”
    3. 2”
    4. 2.5
19. How should the side margins be set in a letter?
    1. 1”
    2. 1.5”
    3. 2”
    4. 2.5”
20. How should the bottom margin be set in a letter?
    1. 1”
    2. 1.5”
    3. 2”
    4. 2.5”
21. What is this method of formatting when all parts of the letter are aligned at the left margin?
    1. Block style
    2. Open punctuation
    3. Mixed punctuation
    4. Indented
22. What is the line spacing between the inside address and the salutation?
    1. Single
    2. Double
    3. Triple
    4. Quadruple
23. What is the line spacing between the body and the complimentary close?
    1. Single
    2. Double
    3. Triple
    4. Quadruple
24. What is the line spacing between the author’s typed name and the enclosure notation?
    1. Single
    2. Double
    3. Triple
    4. Quadruple
25. What is the line spacing after the salutation?
    1. Single
    2. Double
    3. Triple
    4. Quadruple
26. What part of a personal business letter comes immediately after the body?
    1. Typist initials
    2. Inside address
    3. Salutation
    4. Complimentary closing