

Friendly Letters and Business Letters

Decide whether each item belongs in the heading, greeting, body, closing, or signature of a friendly or business letter. Mark your answer on the answer sheet.

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|--|--------------------|--------------------|---|--------------------|--------------------|
| 1. It was so nice to spend time with you last weekend! | A greeting | C body | 11. I would like to schedule a time to speak with you in person. | A heading | C greeting |
| | B heading | D signature | | B closing | D body |
| 2. Ms. Sanchez: | A closing | C signature | 12. Happy Holidays, | A heading | C greeting |
| | B body | D greeting | | B closing | D body |
| 3. Cleveland, Ohio 44137 | A heading | C body | 13. 34589 Walker Blvd. | A greeting | C body |
| | B closing | D signature | | B heading | D signature |
| 4. Thank you, | A heading | C greeting | 14. Mr. Brunstein: | A greeting | C body |
| | B closing | D signature | | B closing | D heading |
| 5. If you give me a chance, I believe I can benefit your company. | A heading | C greeting | 15. I can't believe you are going to Europe! | A signature | C body |
| | B closing | D body | | B closing | D heading |
| 6. June 5, 2004 | A greeting | C heading | 16. Sincerely, | A greeting | C body |
| | B closing | D body | | B closing | D signature |
| 7. Dear Shiloh, | A heading | C greeting | 17. October 5, 2003 | A heading | C greeting |
| | B closing | D body | | B closing | D body |
| 8. We are planning on taking a vacation at the end of October. | A closing | C signature | 18. Aisha J. Stembrook | A greeting | C body |
| | B body | D greeting | | B heading | D signature |
| 9. Write soon, | A greeting | C body | 19. Hi Marta! | A heading | C greeting |
| | B heading | D closing | | B closing | D body |
| 10. Jacob Silverstein | A signature | C body | 20. There is a meeting scheduled for the last week of January. | A closing | C signature |
| | B closing | D heading | | B body | D greeting |