

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.

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>I. Mr. Delgado:</p> <p>A heading C body
B greeting D signature</p> | <p>II. Mrs. Chundura:</p> <p>A heading C greeting
B closing D body</p> |
| <p>2. Best wishes,</p> <p>A closing C signature
B body D greeting</p> | <p>12. 1132 Glen Oak Blvd., Apt. D</p> <p>A heading C greeting
B closing D body</p> |
| <p>3. 1035 Oregon Avenue</p> <p>A heading C body
B closing D signature</p> | <p>13. Your friend,</p> <p>A greeting C body
B heading D closing</p> |
| <p>4. Thank you,</p> <p>A heading C greeting
B closing D signature</p> | <p>14. My parents are planning a family vacation to Cancun in April.</p> <p>A greeting C body
B closing D heading</p> |
| <p>5. Maria Morrell</p> <p>A heading C greeting
B closing D signature</p> | <p>15. Ellie</p> <p>A signature C body
B closing D heading</p> |
| <p>6. July 27, 2008</p> <p>A greeting C heading
B closing D body</p> | <p>16. Hi, Ryanne,</p> <p>A greeting C body
B closing D signature</p> |
| <p>7. I will call you when I get to town so we can schedule a meeting.</p> <p>A heading C greeting
B closing D body</p> | <p>17. October 17, 2008</p> <p>A heading C greeting
B closing D body</p> |
| <p>8. Youngstown, OH 44415</p> <p>A closing C signature
B heading D greeting</p> | <p>18. Trey D. Thompson</p> <p>A greeting C body
B heading D signature</p> |
| <p>9. Dear Tamika,</p> <p>A greeting C body
B heading D closing</p> | <p>19. Until then,</p> <p>A heading C greeting
B closing D body</p> |
| <p>10. I was surprised to find a birthday gift from you in the mail!</p> <p>A signature C body
B closing D heading</p> | <p>20. I have worked as an assistant lifeguard for the past two summers.</p> <p>A closing C signature
B body D greeting</p> |