

## 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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| <p><b>1.</b> Your friend,<br/> <b>A</b> greeting           <b>C</b> body<br/> <b>B</b> closing           <b>D</b> signature</p>  | <p><b>11.</b> Yesterday I watched a movie that made me think about you.<br/> <b>A</b> heading           <b>C</b> greeting<br/> <b>B</b> closing           <b>D</b> body</p>          |
| <p><b>2.</b> Brooklyn, NY 11201<br/> <b>A</b> heading           <b>C</b> signature<br/> <b>B</b> body           <b>D</b> greeting</p>  | <p><b>12.</b> 1132 Commerce Parkway<br/> <b>A</b> heading           <b>C</b> greeting<br/> <b>B</b> closing           <b>D</b> body</p>  |
| <p><b>3.</b> I hope you will have time to meet for lunch while I'm in town.<br/> <b>A</b> heading           <b>C</b> body<br/> <b>B</b> closing           <b>D</b> signature</p>                 | <p><b>13.</b> I will arrive in town on July 27, 2004.<br/> <b>A</b> greeting           <b>C</b> body<br/> <b>B</b> heading           <b>D</b> signature</p>                          |
| <p><b>4.</b> Luis Rodriguez<br/> <b>A</b> heading           <b>C</b> greeting<br/> <b>B</b> closing           <b>D</b> signature</p>   | <p><b>14.</b> Best regards,<br/> <b>A</b> greeting           <b>C</b> body<br/> <b>B</b> closing           <b>D</b> heading</p>  |
| <p><b>5.</b> Mr. Singh:<br/> <b>A</b> heading           <b>C</b> greeting<br/> <b>B</b> closing           <b>D</b> body</p>  | <p><b>15.</b> Anthony A. Racella<br/> <b>A</b> signature           <b>C</b> body<br/> <b>B</b> closing           <b>D</b> heading</p>  |
| <p><b>6.</b> 1105 Brandon Avenue<br/> <b>A</b> greeting           <b>C</b> heading<br/> <b>B</b> closing           <b>D</b> body</p>   | <p><b>16.</b> October 11, 2004<br/> <b>A</b> closing           <b>C</b> body<br/> <b>B</b> heading           <b>D</b> signature</p>  |
| <p><b>7.</b> February 17, 2004<br/> <b>A</b> heading           <b>C</b> greeting<br/> <b>B</b> closing           <b>D</b> body</p>   | <p><b>17.</b> I worked very hard, and I finally made the school basketball team!<br/> <b>A</b> heading           <b>C</b> greeting<br/> <b>B</b> closing           <b>D</b> body</p> |
| <p><b>8.</b> If you feel my skills match the position, please contact me for an interview.<br/> <b>A</b> closing           <b>C</b> signature<br/> <b>B</b> body           <b>D</b> greeting</p> | <p><b>18.</b> LaToya<br/> <b>A</b> greeting           <b>C</b> body<br/> <b>B</b> heading           <b>D</b> signature</p>   |
| <p><b>9.</b> Scottsdale, AZ 85254<br/> <b>A</b> greeting           <b>C</b> body<br/> <b>B</b> heading           <b>D</b> closing</p>  | <p><b>19.</b> New York, NY 10010<br/> <b>A</b> heading           <b>C</b> greeting<br/> <b>B</b> closing           <b>D</b> body</p>   |
| <p><b>10.</b> Dear Amber,<br/> <b>A</b> signature           <b>C</b> greeting<br/> <b>B</b> closing           <b>D</b> heading</p>   | <p><b>20.</b> Dr. Macabee:<br/> <b>A</b> closing           <b>C</b> signature<br/> <b>B</b> body           <b>D</b> greeting</p>   |