Writing a letter quiz

Level A

1. If you are writing a job application letter but you haven't been given a named contact, how do you sign off your letter?
   A) Cheers
   B) Yours faithfully
   C) Yours sincerely

2. If you are writing a letter to your current employers, how do you finish the letter?
   A) Yours sincerely
   B) Yours faithfully
   C) All the best

3. If writing to your best friend, which way of closing a letter would be best?
   A) Yours faithfully
   B) Yours sincerely
   C) All the best

4. When you are writing a formal letter to a company, what information do you include?
   A) Your address
   B) Both your address and the company's address
   C) Your date of birth

5. True or false? Before you start a letter, the most important thing to think about is who is going to read it.
   A) True
   B) False

6. If you were writing a letter to the Housing Department to log a repair, how would you begin your letter?
   A) Dear Fred
   B) Hi
   C) Dear Sir or Madam
Writing a letter quiz

7. If you are writing a letter of complaint to the Housing Department because your repair has not been dealt with, how would you start your letter?

A) I'm sick of this council.
B) If you don't get someone out here quickly, I will call my MP.
C) I am writing to report a problem with my bathroom.

8. If you are writing a complaint letter to your local council, what is the best way to end the letter?

A) Hope all is well.
B) I look forward to hearing from you as soon as possible.
C) Send someone round here now or else.

9. You are writing to a mail order company to request a catalogue. What should you include in your letter?

A) the exact name of the catalogue
B) The reason you need the catalogue
C) what you like about the company

10. What do the letters 'sae' stand for?

A) signed addressed envelope
B) stamped addressed envelope
Writing a letter quiz

Level B

Use this letter - 'Applying for a college course' to answer the questions in Level B:

24 Hazeltree Close
Guildford
Surrey

Burnham College
Ashford Road
Guildford
Surrey S10

Dear Sir or Madam

I am interested _____ enrolling on one of your construction courses in September. Please send me a copy of your prospectus. I need information on a range of courses, including the current fees. I would also like information on any Open Days you may be planning in the next couple of months.

I would be _________ for a speedy response. I look forward to hearing from you.

Yours faithfully

______________
Shona Dwyer (Ms)
Writing a letter quiz

1. What is missing from this letter?
   A) commas
   B) the date
   C) more information about you

2. What is the missing word in the next to last sentence? 'I would be __________ for a speedy response. I look forward to hearing from you.'
   A) happy
   B) glad
   C) grateful
   D) relieved

3. There is a mistake in the first sentence of the letter. Which word needs correcting?
   A) construction
   B) interesting
   C) enrolling

4. Which word does not mean the same as 'speedy'?
   A) fast
   B) quick
   C) timely
   D) future

5. Which word does not mean the same as 'fees' in the second sentence in the letter?
   A) prices
   B) charges
   C) expenses

6. What type of course is Shona not interested in?
   A) plumbing
   B) painting and decorating
   C) electrics
   D) nursing

7. What is another word for 'prospectus'?
   A) file
   B) catalogue
   C) book
Writing a letter quiz

8. Which is Shona’s address?
   A) 24 Hazeltree Close
   B) Burnham College

9. What is missing from the address?
   A) the country
   B) the post code
   C) a house name

10. What is the missing word in the first sentence of the letter?
    A) on
    B) in
    C) at
    D) for
Writing a letter quiz

Level C

1. What is the missing word in this sentence? I am writing with ...........to my application.
   A) regard  
   B) relate  
   C) account

2. When writing a formal letter, you think about who you are writing to. What else is important?
   A) Why you are writing.  
   B) What you need to tell the reader.  
   C) What you want the reader to do.  
   D) all of these

3. When you are writing a formal letter, what information might you need?
   A) dates  
   B) names  
   C) contact details  
   D) all of these

4. How would you NOT send a formal letter?
   A) by post  
   B) by email  
   C) by hand  
   D) by bus

5. Why does it help to plan a letter?
   A) You can make a list of all the points you want to include.  
   B) You can decide how to order all the points in your letter.  
   C) Both of these.
Writing a letter quiz

Use this letter – ‘Making a booking’ to answer questions 6 – 10 in level C:

10 Harper Way
Carnforth
Lancaster LA2

1 August 2011

Holiday Cottages
Tyneside Road
Plymouth
Cornwall

Dear Mr Richards

I would like to book ‘Old Glory Cottage’ in Plymouth for the week 5-12 July 2012 for my partner and myself. My friends, Shona and Maz Peters have stayed with you recently and have recomended your accommodation. Please let me know if the cottage is avialable and if you require a deposit.

I look forward to hearing from you.

Kind regards

------------------
Gloria Shahin (Ms)
Writing a letter quiz

6. What is missing on the dotted line in this letter?
   A) the writer's name in print
   B) the writer's signature
   C) the writer's initials

7. What does the word 'deposit' mean at the end of the paragraph?
   A) some payment in advance
   B) payment in full
   C) signed statement

8. Which sentence in the first paragraph is not making a request?
   A) Please let me know if the cottage is available and if you require a deposit.
   B) My friends, Shona and Maz Peters have stayed with you recently and have recommended your accommodation.
   C) I would like to book ‘Old Glory Cottage’ in Plymouth for the week 5-12 July 2012 for my partner and myself.

9. Which spelling is incorrect in the third sentence?
   A) require
   B) cottage
   C) avialable
   D) deposit

10. Which spelling is incorrect in the second sentence?
    A) accommodation
    B) recomended
    C) recently
Writing a letter quiz

Answers

Level A

1. If you are writing a job application letter but you haven't been given a named contact, how do you sign off your letter?

   The correct answer is: B. If you are writing a formal letter to someone you don't know, you use 'Yours faithfully'.

2. If you are writing a letter to your current employers, how do you finish the letter?

   The correct answer is: A. If you are writing to your employers, it is a formal letter. You know the name of the person you are addressing, so you use 'Yours sincerely'.

3. If writing to your best friend, which way of closing a letter would be best?

   The correct answer is: C. This is an informal letter so 'all the best' is most appropriate.

4. When you are writing a formal letter to a company, what information do you include?

   The correct answer is: B. You include your address and the company's address. It is useful to keep a copy of the letter so you have a record of what you wrote and to whom the letter was sent.

5. True or false? Before you start a letter, the most important thing to think about is who is going to read it.

   The correct answer is: A. True. You may vary the content and style of your writing depending on who is going to read your letter.

6. If you were writing a letter to the Housing Department to log a repair, how would you begin your letter?
Writing a letter quiz

The correct answer is: C. If you are writing to an organisation and you don't have a named person to contact, you need to start your letter, 'Dear Sir or Madam'.

7. If you are writing a letter of complaint to the Housing Department because your repair has not been dealt with, how would you start your letter?

The correct answer is: C. In a formal letter, you need to state the reason for your letter in the first line.

8. If you are writing a complaint letter to your local council, what is the best way to end the letter?

The correct answer is: B. In a complaint letter, you need to state clearly at the end of the letter what you want to happen.

9. You are writing to a mail order company to request a catalogue. What should you include in your letter?

The correct answer is: A. In a letter of request, you just need to give clear details of what you want.

10. What do the letters 'sae' stand for?

The correct answer is: B. You may receive a stamped addressed envelope when the sender wants you to send something through the post.
Writing a letter quiz

Level B

1. The correct answer is: B. The letter has no date!

2. The correct answer is: C. The word 'grateful' is the most appropriate word and is followed by the word 'for'.

3. The correct answer is: B. Interesting is not the right word here. This word should be 'interested'.

4. The correct answer is: D. The word 'future' is the odd one out as it has a different meaning.

5. The correct answer is: C. The word 'expenses' does not fit in here. Expenses are extra costs like travel charges.

6. The correct answer is: D. The writer has asked for information on construction courses which includes plumbing, electrics and painting but not nursing.

7. The correct answer is: B. The word 'catalogue' or 'brochure' means the same as 'prospectus'.

8. The correct answer is: A. 24 Hazeltree Close is Shona's address. The sender's address is always at the top right hand side of a letter.

9. The correct answer is: B. You should always include your post code when writing a letter. Return post could be delayed without the post code.
Writing a letter quiz

10. The correct answer is: B. The sentence should read, 'I am interested in enrolling on one of your construction courses'.
Writing a letter quiz

Level C

1. What is the missing word in this sentence? I am writing with ...........to my application.
   
   The correct answer is: A. The writer is writing about his or her application - 'with regard to'.

2. When writing a formal letter, you think about who you are writing to. What else is important?
   
   The correct answer is: D. These are all important things to think about when you are writing a formal letter.

3. When you are writing a formal letter, what information might you need?
   
   The correct answer is: D. Depending on who you are writing to and the purpose of your letter, you may need to include all sorts of information in a formal letter.

4. How would you NOT send a formal letter?
   
   The correct answer is: D. You wouldn't send a formal letter by bus! Formal letters may be handwritten and sent by post; or word processed and sent by email; or word processed and printed and posted manually.

5. Why does it help to plan a letter?
   
   The correct answer is: C. Planning first helps you to think about what you want to say, and then to decide on how to organise the points in your letter.

6. The correct answer is: B. The writer's signature should be written above the writer's name in print.

7. The correct answer is: A. The deposit is an agreed payment in advance to secure the booking.
Writing a letter quiz

8. The correct answer is: B. The second sentence beginning 'My friends, Shona and Maz Peters' gives information and the writer is not asking for anything in this sentence.

9. The correct answer is: C. The word 'available' is spelt incorrectly. It was incorrectly spelt 'avialable'.

10. The correct answer is: B. The word 'recommended' should have two 'm's.