

अध्याय - 5 | Letter Writing

QUIZ-01

1. In an informal letter, where is the sender's address usually written?

- A. At the top left corner
- B. At the bottom right corner
- C. Below the salutation
- D. Not required (A)

व्याख्या: The sender's address is placed here for clarity.

2. What is the correct way to end a formal letter?

- A. Yours Lovingly,
- B. Best wishes,
- C. Yours faithfully,
- D. See you soon, (C)

व्याख्या: "Yours faithfully" is a standard formal closing when the recipient's name is not known. If the name is known, "Yours sincerely" is used.

3. In a formal letter, the subject line states:

- A. The date of the letter
- B. The main purpose of the letter
- C. The sender's name
- D. The salutation (B)

व्याख्या: The subject line briefly tells the reader what the letter is about.

4. Which of these is NOT typically included in an informal letter?

- A. Date
- B. Salutation (e.g., Dear Mom)
- C. Subject Line
- D. Sender's signature (C)

व्याख्या: Subject lines are a feature of formal letters.

5. If you are writing a letter to your school principal, what kind of letter is it?

- A. Informal letter
- B. Formal letter
- C. Personal letter
- D. Friendly letter (B)

व्याख्या: Letters to officials, institutions, or for official purposes are formal.

6. What is the correct salutation for a formal letter to an unknown person?

- A. Dear Friend,
- B. Dear Sir/Madam,
- C. Hey,
- D. Hi there, (B)

व्याख्या: This is the standard polite and formal salutation when the recipient's name is unknown.

7. Where should the recipient's address be written in a formal letter?

- A. After the body of the letter
- B. Before the sender's address
- C. Below the date, on the left side
- D. At the bottom right (C)

व्याख्या: This is the standard placement for the receiver's address in formal letters.

8. Which of these phrases is suitable for the opening of an informal letter?

- A. I am writing to inform you that...
- B. With reference to your letter...
- C. Hope you are doing well.
- D. This is to bring to your kind notice... (C)

व्याख्या: This is a common and friendly opening for an informal letter.

9. What should be written below the complimentary close in any letter?

- A. The recipient's name
- B. The date
- C. The sender's signature and name
- D. The subject line (C)

व्याख्या: This identifies who the letter is from.

10. The body of a formal letter should be:

- A. Long and rambling
- B. Conversational and friendly
- C. Brief, clear, and to the point
- D. Full of slang and emojis (C)

व्याख्या: Formal letters require precision and clarity without unnecessary details.