

CHAPTER-7 | Letter

QUIZ-01

1. What is the correct way to begin a formal letter?

- A. Hey! What's up?
- B. Dear Sir/Madam,
- C. Hello friend,
- D. Respected bro, (B)

Explanation : A formal letter begins with a respectful salutation such as "Dear Sir/Madam" when the recipient is unknown.

2. Which of the following is a feature of an informal letter?

- A. Use of formal language
- B. Use of slang and personal tone
- C. Mention of subject line
- D. Addressing a government officer (B)

Explanation : Informal letters use casual, personal language and a friendly tone, often including slang.

3. In a formal letter, where is the sender's address usually placed?

- A. Bottom right corner
- B. Top left corner
- C. After the salutation
- D. Before the signature (B)

Explanation : The sender's address is written at the top left of a formal letter before the date.

4. What is the purpose of writing a formal letter?

- A. To complain or request
- B. To chat with a friend
- C. To share jokes
- D. To invite friends for a party (A)

Explanation : Formal letters are used for professional purposes like complaints, requests, or official information.

5. What is typically avoided in a formal letter?

- A. Subject line
- B. Full sentences
- C. Contractions (e.g., can't, don't)
- D. Polite tone (C)

Explanation : Formal letters avoid contractions and maintain a professional tone throughout.

6. Choose the correct closing for a formal letter.

- A. Yours lovingly
- B. Cheers
- C. Yours sincerely
- D. Bye for now (C)

Explanation : "Yours sincerely" is a common and correct closing for formal letters, especially when the recipient's name is known.

7. Which of the following is a key part of an informal letter?

- A. Subject line
- B. Reference number
- C. Personal anecdotes
- D. Company logo (C)

Explanation : Informal letters often include personal stories or anecdotes as they are written to friends or family.

8. Which of the following is an appropriate topic for a formal letter?

- A. Telling your cousin about a school trip
- B. Sharing a recipe with a friend
- C. Complaining about poor road conditions to the Municipal Commissioner
- D. Inviting a friend to a birthday party (C)

Explanation : Writing to a government official to address a civic issue is a common reason for a formal letter.

9. Where should the date be written in a formal letter?

- A. At the bottom after the signature
- B. Just below the sender's address
- C. After the salutation
- D. Anywhere in the middle (B)

Explanation : In formal letters, the date is written right below the sender's address to indicate when the letter was written.

10. What comes immediately after the salutation in a formal letter?

- A. The sender's name
- B. The address of the receiver
- C. The body of the letter
- D. The subject line (D)

Explanation : The subject line follows the salutation in a formal letter to clearly state the purpose of writing.