

# BUSINESS LETTER TRUE OR FALSE TEST



# Are the following statements True or False?

With block format, all new paragraphs are  
indented

TRUE



FALSE



YES, YOU'RE RIGHT



**WRONG!**

**BACK**

# Are the following statements True or False?

**In business letters a salutation is generally followed by a comma or a colon**

TRUE



FALSE





YES, YOU'RE RIGHT



WRONG!

BACK

# Are the following statements True or False?

Business letters should be simple and easy  
to read

TRUE



FALSE



LUCKY YOU ARE!





**POOR!**  
**TRY AGAIN!**

**BACK**

# Are the following statements True or False?

The date on a business letter should  
appear after the salutation

TRUE



FALSE



YES, YOU'RE RIGHT



**POOR!**  
**TRY AGAIN!**

**BACK**



# Are the following statements True or False?

An "Enclosure" note should appear  
below the typed name of the sender at the  
end of the letter

TRUE



FALSE



YES, YOU'RE RIGHT



**WRONG!**

**BACK**

# Are the following statements True or False?

Contact information generally appears in  
the closing paragraph of the letter

TRUE



FALSE

LUCKY YOU ARE!







**POOR!**  
**TRY AGAIN!**

**BACK**

# Are the following statements True or False?

Identifying the audience is one of the first  
steps in planning a business letter

TRUE



FALSE

LUCKY YOU ARE!





**WRONG!**

**BACK**

# Are the following statements True or False?

It is considered standard formatting to  
include the recipient's address before the  
salutation in a business letter

TRUE



FALSE



LUCKY YOU ARE!





**WRONG!**

**BACK**



THAT'S ALL