

**Question1: choose the correct answer :**

1) Personal letters are written to :

a-Ministers                      b-Governments                      c-Offices                      d- Friends

2) The heading contains :

a-Date                      b-Reference                      c-Salutation                      d-The bankers

3)Is mean using direct sentences :

a-conciseness                      b-the courtesy                      c-Correctness                      d-Clarity

4)The part of details about the correspondent company (Receiver) is called:

a-Head address                      b-Date                      c-Salutation                      d- Inside address

5)The heading contains is :

a-Other                      b-Name of person                      c-Name of sender                      d- Name of the firm

**Question 2:**

Whit is the difference between personal letters and both business and official letters ?  
( Write only Five )

**Question 3: Mark the following statement as True or False:**

1. In the first enquiry should be give some indication to the market in your area ( )
2. price list: giving the price of the goods and the terns of sale ( )
3. Invoice : is statement giving description ,quantity an price of goods ( )
4. status enquiry : send by a supplier to banks and chamber of commerce ( )
5. Debit note : An advice of indebtedness sent by one trader to another ( )
6. The Air mail envelope it has a red and blue borders.( )
7. The courtesy it means that the words of the letter not necessary friendly and diplomatic.( )
8. Business letters sent to friends and relatives.( )
9. The signature is very important in the personal letters.( )
- 10.Printed heading is usually printed at the top right hand corner .( )

**Question 4: Completed this table :**

Maling reference , Salutation , Signature , printed heading , Carbon copies , Your reference

The main parts	The secondary parts

Whit is the difference between personal letters and both business and official letters ? ( Write only five )

**Question 5:**

**choose the correct answer :**

1)The part of details about the correspondent company (Receiver) is called:

Head address **b**-Inside address **c**-Salutation **d**-Date

2) The **date** usually placed on the

**a**- Top –right hand corner **b**-Bottom –left-hand corner **c**- Bottom –left-hand corner **d**- Top –left hand corner

3)letters write to our friends and relatives using informal style are known as:

**a**-Business letters **b**-Personal letters **c**-Official letters **d**- Other

4)The heading contains is :

**a**-Name of the firm **b**-Name of person **c**-Name of sender **d**- Other

5) The reference usually placed on :

**a**- The top- left- hand **b**-The down-left- hand **c**-The top-right-hand **d**-The down right-hand

**Question 6: Completed this table :**

Carbon copies , the reference , the subject heading , the inside address , mailing reference , the body .

The main parts	The secondary parts

**Question 7:**

**Mark the following statement as True or False**

- Debit note : An advice of indebtedness sent by one trader to another ( )
2. status enquiry : send by a supplier to banks and chamber of commerce ( )
3. Invoice : is statement giving description ,quantity an price of goods ( )
4. price list: giving the price of the goods and the terns of sale ( )
5. In the first enquiry should be give some indication to the market in your area ( )
6. The courtesy it means that the words of the letter not necessary friendly and diplomatic.( )
7. The Air mail envelooe it has a red and blue borders.( )
8. Printed heading is usually printed at the top right hand corner .( )
9. The signature is very important in the personal letters.( )
10. Business letters sent to friends and relatives.( )

**Question 8:**

**Correct the following in the table:**

Mark	Indication
Colon{:}	At the price of (at)
Semi colon{;}	Complete of a sentence
Question {?}	Before a question introducing a number of thing
Full stop{.}	Before two sentences closely related.
@	When a direct question is asked