

KS3 English Quiz - Letter Writing (Basics) 01 (Questions)

Layout and structure are two of the basics when it comes to letter writing. The dictionary tells us that the word "formal" means "being in accord with established forms, conventions and requirements". Letters can be written in both a formal and an informal manner.

How often do you write letters? Do you send letters to your family members who live far away? Have you sent a letter to a newspaper or a local official, such as a councillor? Perhaps you have never had a reason to send a letter at all!

Nonetheless, it is useful to know the rules for letter-writing for three reasons. The first of these is that you might need to write formal letters in future, especially for job applications. The second reason is that learning the rules of letter-writing helps you to distinguish between formal modes of address and informal. The final reason is that most of these rules apply to email, too, and knowing the rules will help you be confident in writing formal emails to people you do not know.

Test your knowledge of letter-writing with this quiz.

<p>1. Which of these would require a formal letter?</p> <ul style="list-style-type: none"><input type="checkbox"/> A blog<input type="checkbox"/> A job application<input type="checkbox"/> To a friend<input type="checkbox"/> To a relative	<p>2. Which of these would require an informal letter?</p> <ul style="list-style-type: none"><input type="checkbox"/> For a job application<input type="checkbox"/> To a company complaining about faulty goods<input type="checkbox"/> To a penfriend<input type="checkbox"/> To your local newspaper
<p>3. A formal letter should begin with</p> <ul style="list-style-type: none"><input type="checkbox"/> Dear Evie,<input type="checkbox"/> Dear John,<input type="checkbox"/> Dear Mum,<input type="checkbox"/> Dear Sir/Madam,	<p>4. An informal letter could begin with</p> <ul style="list-style-type: none"><input type="checkbox"/> Dear John,<input type="checkbox"/> Dear Madam,<input type="checkbox"/> Dear Sir,<input type="checkbox"/> Dear Sir/Madam,
<p>5. A letter beginning with "Dear Sir/Madam," should end</p> <ul style="list-style-type: none"><input type="checkbox"/> Best wishes,<input type="checkbox"/> With love,<input type="checkbox"/> Yours faithfully,<input type="checkbox"/> Yours sincerely,	<p>6. A letter beginning with "Dear Anna," could end</p> <ul style="list-style-type: none"><input type="checkbox"/> Best wishes,<input type="checkbox"/> Yours faithfully,<input type="checkbox"/> Yours fatefully,<input type="checkbox"/> Yours sincerely,
<p>7. The formal term for the beginning of a letter is</p> <ul style="list-style-type: none"><input type="checkbox"/> The beginning/opening<input type="checkbox"/> The conclusion/ending<input type="checkbox"/> The opening/beginning<input type="checkbox"/> The salutation/greeting	<p>8. A letter opening with "Dear Mr Singh" should end with</p> <ul style="list-style-type: none"><input type="checkbox"/> Best wishes,<input type="checkbox"/> Yours faithfully,<input type="checkbox"/> Yours sincerely,<input type="checkbox"/> Yours sincerly,
<p>9. The formal term for the ending of a letter is what?</p> <ul style="list-style-type: none"><input type="checkbox"/> The end<input type="checkbox"/> The ending<input type="checkbox"/> The goodbye<input type="checkbox"/> The valediction	<p>10. The date of writing the letter should be</p> <ul style="list-style-type: none"><input type="checkbox"/> Not written anywhere<input type="checkbox"/> Written at the top under the address<input type="checkbox"/> Written at the very end<input type="checkbox"/> Written before your signature.

KS3 English Quiz - Letter Writing (Basics) 01 (Answers)

1. Which of these would require a formal letter?

- A blog
- A job application
- To a friend
- To a relative

A blog contains posts and messages, but not usually letters

2. Which of these would require an informal letter?

- For a job application
- To a company complaining about faulty goods
- To a penfriend
- To your local newspaper

Friendly letters are informal

3. A formal letter should begin with

- Dear Evie,
- Dear John,
- Dear Mum,
- Dear Sir/Madam,

A formal letter could also use names, as in "Dear Ms Smith"

4. An informal letter could begin with

- Dear John,
- Dear Madam,
- Dear Sir,
- Dear Sir/Madam,

If you usually call John by his first name, you will write to him informally

5. A letter beginning with "Dear Sir/Madam," should end

- Best wishes,
- With love,
- Yours faithfully,
- Yours sincerely,

Use a capital for "Yours" and lower case for "faithfully"

6. A letter beginning with "Dear Anna," could end

- Best wishes,
- Yours faithfully,
- Yours fatefully,
- Yours sincerely,

Although slightly old fashioned, "Best wishes" is still suited to informal, rather than formal, letters

7. The formal term for the beginning of a letter is

- The beginning/opening
- The conclusion/ending
- The opening/beginning
- The salutation/greeting

"Dear John", "Dear Madam", etc., are salutations

8. A letter opening with "Dear Mr Singh" should end with

- Best wishes,
- Yours faithfully,
- Yours sincerely,
- Yours sincerely,

Use "Yours sincerely" when you know the person's surname. Remember to put a second e in "sincerely"!

9. The formal term for the ending of a letter is what?

- The end
- The ending
- The goodbye
- The valediction

"Yours faithfully", "Yours sincerely" and "Best wishes" are all valedictions

10. The date of writing the letter should be

- Not written anywhere
- Written at the top under the address
- Written at the very end
- Written before your signature.

Always include the date as a point of reference