

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

In English, informal letters are much more "laid back", but there are still one or two things you should remember. Learn how to write letters to friends, relatives and people you know!

Before the age of electronic communication, handwritten letters were a precious means of communicating with people who were far away. A handwritten letter might accompany a parcel or some photos. Sometimes a letter would be folded with a pressed flower inside, or a newspaper clipping or other item of interest.

Many of these functions have now been taken over by apps, so people send interesting links, emoji, stickers and gifs instead of news clippings, locket of hair and pressed flowers. However, a handwritten letter has the advantage of being physical. You first hold the letter, which later your recipient holds; the letter itself holds your personal touch, your handwriting.

So, if you ever do decide to send an informal letter to family or friends, what are the rules? This quiz is here to help!

Here is our third Letter Writing quiz.

1. A letter to a friend is known as

- A business letter
- A formal letter
- A letter of application
- An informal letter

2. The first item given at the top right of the page is

- Recipient address
- Reference stating why you are writing
- Sender address
- The greeting or salutation

3. You greet your friend as

- Dear (first name)
- Dear (family name)
- Dear Madam
- Dear Sir

4. The information in your letter then follows as

- A chapter
- Columns
- One block
- Paragraphs

5. You begin a new paragraph

- When you begin a new sentence
- When you carry on an idea
- When you change to a new idea
- When you have more of the same information

6. The first sentence of a paragraph is called

- The new sentence
- The opening sentence
- The paragraph sentence
- The topic sentence

7. When writing an informal letter you might begin

- How are you?
- I write with reference to
- Please find attached
- To whom it may concern

8. When writing an informal letter include

- Date
- Recipient address
- Reference stating why you are writing
- Your signature and your printed name

9. In an informal letter your concluding paragraph says

- You hope the recipient will read your application
- You hope to read the recipient's news soon
- You hope to read the sender's news soon
- You will take the complaint further

10. You close the informal letter with

- Best wishes/Regards/Love from
- Yours in hope
- Yours faithfully
- Yours sincerely

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

1. A letter to a friend is known as

- A business letter
- A formal letter
- A letter of application
- An informal letter

Informal letters use informal tones and frameworks

2. The first item given at the top right of the page is

- Recipient address
- Reference stating why you are writing
- Sender address
- The greeting or salutation

Your friend will be able to see who is writing at a glance. This can also be useful if your friend does not already have your address, such as when you have moved house

3. You greet your friend as

- Dear (first name)
- Dear (family name)
- Dear Madam
- Dear Sir

"Dear Jerome"/ "Dear Jasmine"

4. The information in your letter then follows as

- A chapter
- Columns
- One block
- Paragraphs

Always separate information into paragraphs

5. You begin a new paragraph

- When you begin a new sentence
- When you carry on an idea
- When you change to a new idea
- When you have more of the same information

A new paragraph signals that you are about to begin a new idea

6. The first sentence of a paragraph is called

- The new sentence
- The opening sentence
- The paragraph sentence
- The topic sentence

The topic sentence states the subject of the paragraph

7. When writing an informal letter you might begin

- How are you?
- I write with reference to
- Please find attached
- To whom it may concern

Ask how your friend is before telling your own news. It's important to remember that the letter is part of a conversation

8. When writing an informal letter include

- Date
- Recipient address
- Reference stating why you are writing
- Your signature and your printed name

You do not need to include these other suggestions!

9. In an informal letter your concluding paragraph says

- You hope the recipient will read your application
- You hope to read the recipient's news soon
- You hope to read the sender's news soon
- You will take the complaint further

It is your friend's turn to write you a letter now!

10. You close the informal letter with

- Best wishes/Regards/Love from
- Yours in hope
- Yours faithfully
- Yours sincerely

Use a suitable informal ending then write your name