

Name: _____ Date: _____

- 1) A business letter is a "formal" document.
 - a) True
 - b) False

- 2) What is the opening line of a letter called?
 - a) Signature
 - b) Inside Address
 - c) Date Line
 - d) Salutation

- 3) Business letters should have an issue number
 - a) True
 - b) False

- 4) What is the correct way to close a business letter if you have named the person you are writing to e.g. Dear Mr. Smith?

- 5) Newsletters cannot use columns of text.
 - a) True
 - b) False

- 6) Housestyle means all documents follow a set of rules to make them look like a set.
 - a) True
 - b) False

- 7) All business documents should contain the logo and contact details.
 - a) True
 - b) False

- 8) A letter and newsletter should be produced in landscape orientation.
 - a) True
 - b) False

9) A business card is used to give out key information such as name, phone number, and website address.

- a) True
- b) False

10) Similarities between business documents help to

- a) promote a business.
- b) people recognize a business because of colors, logo, or slogan.
- c) keep workers organized,