

PLATE 100: Final Review Questions (October 2012) English Communication Certificate

1. What is the main purpose of a business letter? (1 mark)
To communicate information or ideas in a clear and concise manner.

2. What is the difference between a formal and an informal letter? (1 mark)
A formal letter is written in a professional and polite manner, while an informal letter is written in a more casual and personal style.

3. What are the three main parts of a business letter? (1 mark)
The three main parts of a business letter are the heading, the body, and the closing. The heading includes the sender's address, the date, and the recipient's address. The body contains the main message of the letter. The closing includes the sender's name, title, and contact information.

4. What is the purpose of a business letter? (1 mark)
The purpose of a business letter is to communicate information or ideas in a clear and concise manner. It is used to convey messages between businesses, organizations, and individuals in a professional setting.

5. What are the three main parts of a business letter? (1 mark)
The three main parts of a business letter are the heading, the body, and the closing. The heading includes the sender's address, the date, and the recipient's address. The body contains the main message of the letter. The closing includes the sender's name, title, and contact information.

6. What is the purpose of a business letter? (1 mark)
The purpose of a business letter is to communicate information or ideas in a clear and concise manner. It is used to convey messages between businesses, organizations, and individuals in a professional setting.

7. What are the three main parts of a business letter? (1 mark)
The three main parts of a business letter are the heading, the body, and the closing. The heading includes the sender's address, the date, and the recipient's address. The body contains the main message of the letter. The closing includes the sender's name, title, and contact information.

15 Pltw Ied Final Study Guide

R Bogdan



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15 Pltw Ied Final Study Guide Book Review: Unveiling the Magic of Language

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