

Quiz topic: Formal letters vocabulary

For each of the six questions choose the one correct answer.

1. Which of the following is used to start a very formal letter?
 - a) Dear John
 - b) Hi Suzy
 - c) My Dear Elaine
 - d) Dear Sir or Madam

2. Which of the following is a way of starting a formal letter?
 - a) Thank you for your letter dated 26th August 2005.
 - b) Thanks for your letter, it was great to hear from you.
 - c) Thank you for your letter about...
 - d) Thanks for dropping me a line...

3. Which would be a suitable way to introduce some bad news in a formal way?
 - a) I feel really bad about this but...
 - b) I'm sorry to have to break the bad news but...
 - c) I regret to inform you...
 - d) I'm so sorry about...

4. Which of the following is an expression suitable for a formal letter?
 - a) Regards to Jane
 - b) Please give my regards to Jane
 - c) Say hi to Jane
 - d) Give Jane my best wishes

5. Which of the following is NOT a suitable final sentence for a formal letter?
 - a) I look forward to hearing from you soon.
 - b) Hope to see you soon.
 - c) Looking forward to a swift response.
 - d) Looking forward to meeting you.

6. Which of the following is NOT a suitable way to end a formal letter?
 - a) Yours faithfully
 - b) Yours sincerely
 - c) Best wishes
 - d) Love