

Practice Test

24/06/26

Topic – Informal Letter

FM- 10 marks

Time- 10 minutes

1. What is the correct way to write the salutation in an informal letter?

- A) Dear Sir/Madam,
- B) To whom it may concern,
- C) Dear [First Name],
- D) Respected Mr. [Last Name],

2. Which of the following is the most suitable opening sentence for an informal letter?

- A) I am writing to bring to your notice...
- B) I hope this letter finds you in the best of health and spirits.
- C) This is to formally inform you that...
- D) I would like to express my dissatisfaction with...

3. Where should the sender's address be placed in an informal letter?

- A) Bottom left after the signature
- B) Top right corner
- C) Top left corner
- D) Only on the envelope, not inside

4. Which complimentary close is appropriate for a close friend?

- A) Yours faithfully,
- B) Yours sincerely,

- C) Lots of love,
- D) Respectfully yours,

5. What is a key characteristic of the language used in an informal letter?

- A) Complex vocabulary and technical jargon
- B) Conversational, with possible contractions and personal anecdotes
- C) Strictly persuasive with a formal tone
- D) Passive voice and impersonal style

6. Which detail is optional in an informal letter?

- A) Date
- B) Salutation
- C) Receiver's full postal address
- D) Signature/Name of the sender

7. In the body of an informal letter to a friend, you should:

- A) Use block paragraphs with no personal feelings
- B) Write briefly, focusing only on the main urgent issue
- C) Sound friendly, share feelings, and ask about their well-being
- D) Avoid asking questions to keep it simple

8. Which of the following subscriptions is incorrectly paired?

- A) Your loving son – for parents
- B) Your faithfully – for a friend
- C) Warm regards – for a colleague/friend
- D) Yours ever – for a close friend

9. What is the main purpose of the introductory paragraph in an informal letter?

- A) To state demands immediately
- B) To make complaints
- C) To exchange pleasantries and state the letter's purpose casually
- D) To give a list of references

10. Which format is generally recommended for an informal letter?

- A) Sender's address → Date → Salutation → Body → Complimentary close → First name
- B) Date → Receiver's address → Salutation → Subject line → Body
- C) Salutation → Body → Date → Sender's name
- D) Subject line → Salutation → Receiver's address → Body

Answer Key:

1. C

2. B

3. C

4. C

5. B

6. C

7. C

8. B (Explanation: 'Yours faithfully' is used in formal letters, not informal ones)

9. C

10. A