



SA_LA_Fun with Writing_Period 1



Subject: English
Class: 6

Name: _____
Date: _____

Questionnaire: MCQ for formal letter writing

1. What is the purpose of Formal letters?
 - a) To inform friend about personal news
 - b) To share informal thoughts
 - c) To communicate professionally and formally
2. Why is it necessary to use respectful salutation in a formal letter?
 - a) It makes letter longer
 - b) It saves time
 - c) It shows professionalism and courtesy
3. A formal letter begins with _____.
 - a) Date
 - b) Sender's address, date, receivers address
 - c) Salutations
4. Which of the following is NOT typically included in the heading of a formal letter?
 - a) Date
 - b) Salutation
 - c) Sender's address
5. What comes after salutation?
 - a) Subject
 - b) Sender's name
 - c) Date
6. A Complimentary close in a formal letter does NOT use _____.
 - a) Yours sincerely
 - b) Yours faithfully
 - c) Yours lovingly



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Template for Leave Application to The Principal

Name
 _____} –Sender’s name and address

16th July 2023} –Date

The Principal
 -----} –Receiver’s address

Respected Sir/Madam- } Salutation

Subject:-----

Thank you

Yours faithfully} –Complimentary close

Your name} –Sender's name

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