



Name of the Bundle	Advanced Bundle V2	Subject	Communicative English & Soft Skills
Topic	Letter Writing	Last updated on	28 February 2024

Multiple-choice questions on Letter Writing

Choose the correct option for each question.

1. What is a letter?

- a. A musical note
- b. A written message on paper
- c. A mathematical equation
- d. A cooking recipe

Ans: b. A written message on paper

2. What are the two major types of letters?

- a. Musical and Non-musical
- b. Formal and Informal
- c. Handwritten and Typed
- d. Friends and Family

Ans: b. Formal and Informal

3. Which type of letter is commonly used for job applications, official communication, and business correspondence?

- a. Informal letters
- b. Personal letters
- c. Formal letters
- d. Casual letters

Ans: c. Formal letters



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4. What is the purpose of a formal letter ?

- a. To express personal opinions
- b. To request information
- c. To share casual updates
- d. To narrate a story

Ans: b. To request information

5. What is the primary purpose of the body of a letter?

- a. To provide contact information
- b. To state the main message or purpose
- c. To offer greetings and salutations
- d. To conclude the letter

Ans: b. To state the main message or purpose

6. Which of the following is an essential element in the heading of a formal letter?

- a. Date
- b. Greeting
- c. Closing
- d. Subject

Ans: a. Date

7. In what context is a formal letter commonly used?

- a. Writing to friends and family
- b. Casual communication
- c. Professional communication
- d. Social invitations

Ans: c. Professional communication



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8. What is a defining characteristic of a formal letter?

- a. Informal language
- b. Casual format
- c. Professional tone
- d. Unprescribed format

Ans: c. Professional tone

9. Arrange the following sections of a letter in the correct order:

- 1. The Complimentary Close
 - 2. The Body
 - 3. Enclosures
 - 4. The Heading
- a. 1, 2, 3, 4
 - b. 3, 2, 1, 4
 - c. 2, 1, 4, 3
 - d. 4, 2, 1, 3

Ans: d. 4, 2, 1, 3

10. What information should be clearly specified in the body of a requisition letter?

- a. Personal anecdotes
- b. Detailed explanation of the request
- c. A list of unrelated topics
- d. The sender's hobbies and interests

Ans: b. Detailed explanation of the request



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11. Why is it important to include contact information in a requisition letter?

- a. To share personal details
- b. To show off writing skills
- c. In case the recipient has questions or needs clarification
- d. To add unnecessary length to the letter

Ans: c. In case the recipient has questions or needs clarification

12. In a leave letter, why is it important to mention the duration of the leave?

- a. To confuse the recipient
- b. To showcase writing skills
- c. To provide context and clarity
- d. It's not necessary to mention the duration

Ans: c. To provide context and clarity

13. When writing a leave letter, what should be included in the closing paragraph?

- a. Apology for taking leave
- b. A request for approval
- c. Additional reasons for the leave
- d. Greetings

Ans: b. A request for approval

14. What is the recommended tone for a leave letter addressed to a supervisor or employer?

- a. Casual and informal
- b. Professional and respectful
- c. Sarcastic and humorous
- d. Emotional and dramatic

Ans: b. Professional and respectful



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15. What is the primary purpose of a leave letter?

- a. To resign from a job
- b. To request a promotion
- c. To seek permission for absence
- d. To express gratitude to colleagues

Ans: c. To seek permission for absence

16. What is the purpose of the complimentary close in a leave letter?

- a. To express gratitude or regard
- b. To list enclosures
- c. To provide additional information
- d. To address the recipient

Ans: a. To express gratitude or regard

17. When writing a thank-you letter, what should be emphasised in the body of the letter?

- a. Apology for any inconvenience
- b. Request for additional favours
- c. Specific details about what is appreciated
- d. Complaints and criticisms

Ans: c. Specific details about what is appreciated

18. What is another term for a request letter?

- a. Appreciation letter
- b. Requisition letter
- c. Resignation letter
- d. Recommendation letter

Ans: b. Requisition letter



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19. What is the primary purpose of a requisition letter?

- a. To express gratitude
- b. To resign from a job
- c. To formally request something
- d. To recommend a colleague

Ans: c. To formally request something

20. A well-crafted apology letter can _____.

- a. worsen the situation
- b. repair relationships and rebuild trust
- c. be ignored
- d. create more misunderstandings

Ans: b. repair relationships and rebuild trust

21. The recipient of an apology letter should always _____.

- a. ignore the apology
- b. respond with anger
- c. accept or reject the apology based on their feelings
- d. never respond

Ans: c. accept or reject the apology based on their feelings

22. Which of the following is NOT a kind of letter?

- a. Verbal
- b. Business
- c. Formal
- d. Personal

Ans: a. Verbal



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23. Which is the correct style?

- a. Your's obediently
- b. Your obediently
- c. Yours obediently
- d. Your's Obediently

Ans: c. Yours obediently

24. Letters are important means of _____.

- a. communication
- b. formal letter
- c. informal letter
- d. hobbies

Ans: a. communication

25. How do you end the main body of a formal letter?

- a. Yours affectionately
- b. Yours sincerely
- c. Yours lovingly
- d. Your's sincerely

Ans: b. Yours sincerely

26. What should be the style of "informal letter"?

- a. With care and love
- b. Friendly and affectionate
- c. Simple & familiar
- d. All of the above

Ans: d. All of the above



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27. In which type of letter, 'yours affectionately' can be used?

- a. Informal
- b. Formal
- c. Summary
- d. Notice

Ans: a. Informal

28. Which of the following is NOT a mistake in letter writing?

- a. Not using proper grammar and punctuation
- b. Being too lengthy
- c. Using inappropriate language
- d. Using a consistent and appropriate tone

Ans: d. Using a consistent and appropriate tone