BUSINESS BASICS.

GRADE 8

QUIZ ON LETTERS

1 Explain the following elements of a Business letter.

a. Letter head

b. Reference numbers.

c. Addressee

d. Salutation

e. Subject Heading

f. Complimentary close.

2. Differentiate between the terms signature, signatory and position of a Business letter.

3. When is the word “Enc” written on a Business letter?

4. Four different types of Business letters are:

1. Letter of Application

2. Letter of Resignation

3. Letter of Acceptance

4. Letter od Resignation.

State when each of these letters are used.