

4. Writing a formal letter or email

Starter Quiz

IGCSE English Name: _____ Score: _____

1. You begin 'Dear Sir/Madam,'. How should you end?

- ☐ See you soon,
- ☐ Yours sincerely,
- ☐ Yours faithfully,

2. You begin 'Dear Sir/Madam,'. How should you end?

- ☐ See you,
- ☐ Yours sincerely,
- ☐ Yours faithfully,

3. In a formal email you can write 'I'm' and 'don't'.

- ☐ True
- ☐ False

4. In a formal letter you should use full forms such as "I am" and "do not".

- ☐ True
- ☐ False

5. Make it formal: 'I _____ writing to ask about the job.'

6. Make it formal: 'I _____ writing to ask about the job.'

4. Writing a formal letter or email

Answers

IGCSE English

1. **Yours faithfully,**

No name in the greeting → 'Yours faithfully,'

2. **Yours faithfully,**

No name in the greeting → 'Yours faithfully,'

3. **False**

No – use full forms: 'I am', 'do not'.

4. **True**

True. Contractions like "I'm" and "don't" are informal; full forms suit a formal letter.

5. **am**

Formal writing uses the full form 'am', not 'm'.

6. **am**

Formal writing uses the full form 'am'.