

4. Writing a formal letter or email

Starter Quiz · 课前小测

IGCSE English

Name: _____ Score: _____

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

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

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

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

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

- ☐ True ☐ False

4. In a formal letter you can write 'I'm' and 'don't'.

- ☐ 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 · 答案

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. **False**

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

5. **am**

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

6. **am**

Formal writing uses the full form 'am'.