

Business Letter Expressions

1 I look _____ to hearing from you.

- A| after B| forward C| back

2 I look forward to _____ from you.

- A| hear B| heard C| hearing

3 RE: means _____.

- A| rigour B| read the following C| regarding

4 Please _____ me know your decision.

- A| give B| make C| let

5 Please return the form to me _____.

- A| soonest possible B| soonest C| as soon as possible

6 Which opening is best?

A| Thank you for your letter of 10 July, 2005.

B| Referable to your last letter.

C| Refer to your letter dated 10th July 2006.

7 Which phrase is more natural?

- A| I hereby attach... B| I am attaching... C| Attached with this document please find...

8 If you don't know the person's name, you can write _____.

- A| Dear George, B| Dear Sir or Madam, C| Dear Sirs,

9 Which phrase indicates bad news?

A| We inform you to regret...

B| We regret to inform you...

C| We feel terrible to inform you...

10 In general, business writing is becoming _____.

- A| more formal B| less likely C| less formal

Answer Key:

- 1| B
- 2| C
- 3| C
- 4| C
- 5| C
- 6| A
- 7| B
- 8| B
- 9| B
- 10| C