1-**Define each of the following parts of the business letter:**

a-Date b-Reference c- subject d- body paragraph e-closing paragraph

a- **Date** :the date you send the letter.

b-**Reference** : It is the connected site between receiver and sender.

c-**Subject**: the topic of letter

 d-**Body paragraph**: the details of letter's information

e-**Closing paragraph**: include what the sender expected from receiver.

2- **Put (t) in front of the true sentence or (f) in front of the false one of the following:**

a-Heading part of letter includes the date only . (f)
b-Heading part of letter includes the sending company data only. (f)
c-Heading part of letter includes both the sending company and its representative sender data . (t)
d-Heading part of letter includes the representative sender data only.(f)
f-Letter's subject comes before heading part.(f)
e-Letter's subject comes immediately after the head part of it.(f)
f-Letter's date comes before its subject.(t)
g-Date of letter represent its subject.(f)
h-The sending company electronic location is its reference.(t)
i-Salutation is the second part of the letter.(f)
j-Opening paragraph of letter comes immediately after salutation.(t)
k-Closing paragraph of letter comes before sender signature.(t)
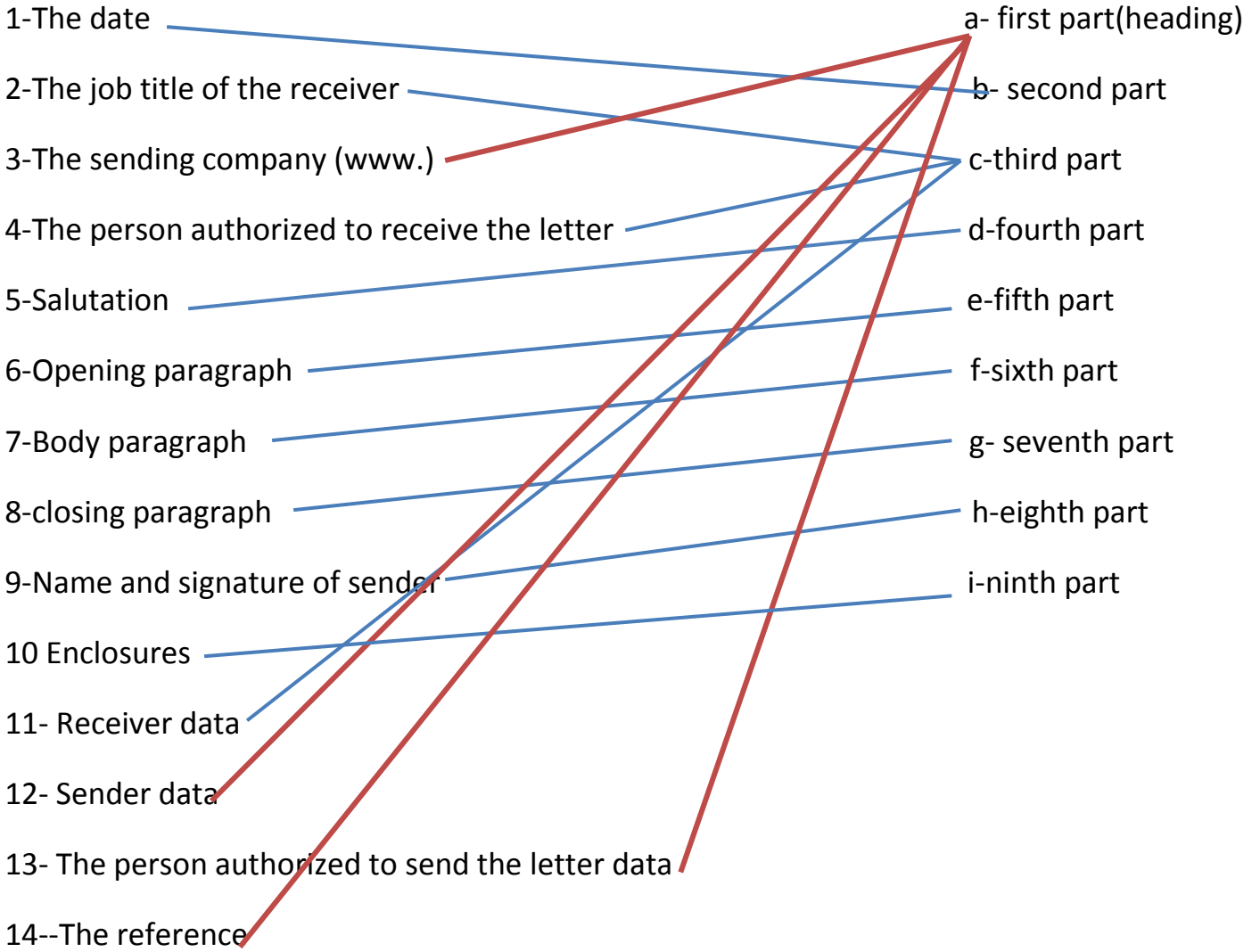l-The third part of the letter includes the receiver data only.(f)
m-The third part of the letter includes the receiving company data only.(f)
n-The third part of the letter include both data about the receiving company and its representative receiver. (t)

3-Match each paragraph in Column A to its part in Column B

A   B

1-The date   a- first part(heading)

2-The job title of the receiver   b- second part

3-The sending company (www.)   c-third part

4-The person authorized to receive the letter   d-fourth part

5-Salutation   e-fifth part

6-Opening paragraph   f-sixth part

7-Body paragraph   g- seventh part

8-closing paragraph   h-eighth part

9-Name and signature of sender   i-ninth part

10 Enclosures

11- Receiver data

12- Sender data

13- The person authorized to send the letter data

14--The reference

4- Translate the following terms into Arabic:

Reference, Letter subject , Date , Heading , Salutation , Body of letter , Closing paragraph, Signature, Enclosures, Address

مرجع، موضوع الرسالة ، تأريخ ، الجزء الرأسي ، التحية ، جسم الرسالة ، فقرة الاغلاق ، التوقيع ، المرفقات ، العنوان