

Name _____ Date _____

Editing Friendly Letter Passages

(1) 1234 Oak Tree Blvd.
Spring Town, IA 89855

(2) April, 8, 2008

(3) Dear Francis,

(4) It is great to here from you! (5) I'm glad your trip was successful. (6) I'm glad you are home safe and sound. (7) You're letters were so much fun to read and I enjoyed hearing about the fun you had on your trip.

(8) Will you be able to visit us next week? (9) I want to see the pixture and postcards you brought back. (10) I got a new camera from my grandmother. (11) Don't forget to take your pictures, postcards, and souvenirs.

(12) Your Friend,
Susanna

1. What is the correct way to write the date (2)?
 - a. April 8, 2008
 - b. April 8 2008
 - c. april 8, 2008
 - d. April, 8 2008
2. What is the correct way to write sentence 4?
 - a. It was great to here from you!
 - b. It is great to hear from you!
 - c. It was great to hear from you!
 - d. The sentence is correct as written.
3. What is the best way to combine sentences 5 and 6?
 - a. I'm glad your trip was successful and you are home safe and sound.
 - b. I'm glad your trip was successful, but you are home safe and sound.
 - c. I'm glad your trip was successful however you are home safe and sound.
 - d. I'm glad your trip was successful, and you are home safe and sound.

4. What is the correct way to edit sentence 7?
- a. Your letters were so much fun to read and, I enjoyed hearing about the fun you had on your trip.
 - b. You're letters were so much fun to read, and I enjoyed hearing about the fun you had on your trip.
 - c. ~~Your letters were so much fun to read and I enjoyed hearing about the fun you had, on your trip.~~
 - d. Your letters were so much fun to read, and I enjoyed hearing about the fun you had on your trip.
5. What is the correct way to write sentence 9?
- a. I want to sea the pixtures and postcards you brought back.
 - b. I want to see the pictures and postcards you brought back.
 - c. I want to see the pixtures and post cards you brought back.
 - d. I want to see the pictures, and postcards you brought back.
6. What would be a better choice of wording than "...don't forget to take **your...**" in sentence 11?
- a. don't forget to have your
 - b. don't forget to send your
 - c. don't forget to bring your
 - d. don't forget to get your
7. Where would be the best place to add this sentence?

The hot air balloon ride sounded amazing!

- a. after sentence 5
 - b. after sentence 7
 - c. after sentence 8
 - d. after sentence 11
8. Which sentence shifts focus by adding an irrelevant detail?
- a. sentence 6
 - b. sentence 8
 - c. sentence 10
 - d. sentence 11
9. What is the correct way to write the signature (12)?
- a. Your friend,
 - b. You're Friend,
 - c. Your Friend,
 - d. The sentence is correct as written.
10. Which sentence would provide the best conclusion to the letter?
- a. Have a great trip!
 - b. I'm glad you are home safe and sound.
 - c. My sister is going on a trip soon.
 - d. So, I hope to see you next week.

Answers:

1. a
2. c
3. d
4. d
5. b
6. c
7. b
8. c
9. a
10. d

Name _____ Date _____

Editing Friendly Letter Passages

(1) Mrs. Mabel North
7808 Wild wind Way
Jefferson City, Tn 37877

(2) June 22, 2007

(3) Dear Mr Green,

(4) I bought a new bike from your store yesterday.
(5) A piece was missing from the box. (6) It is a blew
bike with a red seat it has silver handlebars and a
basket on the front? (7) I just learned how to ride a
bike this summer. (8) When I opened the box and
began putting the bike together, the piece that will be
missing is the horn. (9) Please send me one as soon
as possible.

(10) Thank ya

(11) Mrs Mabel North

1. What is the correct way to write the heading (1)?

- a. Mrs. Mabel North
7808 Wild Wind Way
Jefferson, City Tn 37877
- b. Mrs Mabel North
7808 Wild wind Way
Jefferson City TN, 37877
- c. Mrs. Mabel North
7808 Wildwind Way
Jefferson city, TN 37877
- d. Mrs. Mabel North
7808 Wild Wind Way
Jefferson City, TN 37877

2. What is the correct way to write the greeting (3)?
 - a. Dear Mr. Green,
 - b. Dear Mr. Green
 - c. Dear Mr. Green,
 - d. The sentence is correct as written.
3. What is the best way to combine sentences 4 and 5?
 - a. I bought a new bike from your store yesterday, but a piece was missing from the box.
 - b. I bought a new bike from your store yesterday and a piece was missing from the box.
 - c. I bought a new bike and a piece from your store was missing from the box yesterday.
 - d. A piece was missing from the box, but I bought a new bike from your store yesterday.
4. What is the correct way to edit sentence 6?
 - a. It is a blue bike with a red seat it has silver handlebars and a basket on the front?
 - b. It is a blue bike with a red seat, silver handlebars, and a basket on the front.
 - c. It is a blew bike with a red seat, it has silver handlebars and a basket on the front.
 - d. The sentence is correct as written.
5. Which sentence shifts focus by adding an irrelevant detail?
 - a. sentence 6
 - b. sentence 7
 - c. sentence 8
 - d. sentence 9
6. What would be a more precise way of phrasing sentence 8?
 - a. When I opened the box, the horn is missing.
 - b. The horn was not in the box, when I started to put the bike together.
 - c. The piece that will be missing is the horn.
 - d. The horn was the piece that was missing from the box.
7. What would be the **best** way to begin sentence 9?
 - a. Therefore
 - b. Unfortunately
 - c. Next
 - d. For example
8. What would be a better choice of wording than "Please send me one..." in sentence 9?
 - a. Please send me missing piece
 - b. Please sent me one
 - c. Please send me the horn
 - d. The sentence is correct as written.

9. What is the correct way to write the closing (10)?

- a. Thank You,
- b. Thank Ya,
- c. Thank you,
- d. Thank, you

10. Which sentence would provide the best conclusion to the letter?

- a. I have always enjoyed putting bikes together.
- b. I will feel much safer riding my bike with a horn.
- c. The blue bike matches my mother's blue bike.
- d. Your store is a great place to buy bikes.

Answers:

1. d
2. c
3. a
4. b
5. b
6. d
7. a
8. c
9. c
10. b