

Name \_\_\_\_\_ Class \_\_\_\_\_ No. \_\_\_\_\_

### Test 1

#### English for Business Communication

1. Match each part of Business Letter with a information.

1. Letter head



2. Salutation

3. Date

4. Signature

5. Copy Carbon

2. Explain each word below

1. Letter head or Sender Address

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2. Salutation

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