

Class/ Activity - 42

Cloze Test - 8

1. Read the following passage and fill in the blanks with suitable words from the box.

date	personal	only	more	the
slang	and	large	comma	strict

Did you know that the U.S. postal service handles 40% of the world's mail volume? Japan is _____ (a) second largest carrier of cards and letters, but it handles _____ (b) 8% of the world's mail. Perhaps the reason that the U.S. handles such a _____ (c) volume of mail is the large number of personal letters American citizens write. Personal letters do not require a _____ (d) format, but they do have a few guidelines. The _____ (e) should be written at the top of the letter, either in the center or in the right hand corner. The salutation, 'Dear _____,' should begin the letter and should be followed by a _____ (f) instead of a colon which is used in the salutation of a business letter. The body of the letter should sound like you, _____ (g) say the things you intend to say. Unlike in a business letter, you can use _____ (h) words, dashes, smiley faces, sentence fragments, and other kinds of casual forms of communication. Closing for _____ (i) letters is also a matter of personal preference. While a business letter requires you to use _____ (j) formal closings such as 'Sincerely,' 'Regards,' or 'Best Wishes,' a personal letter can end with more casual phrases such as 'Later,' 'Talk to you Soon,' or 'Bye.' As with the rest of the letter, the closing should express your own feelings.

Education is painful, continual and difficult work to be done in kindness, by watching, by warning, by praise, but above all - by example. _ John Ruskin

