



Posttest *continued*

(43) June 13, 2003

Barnes Consulting Service

(44) p.o. box 472

(45) Portland oregon 97205

(46) Dear Ms. allen;

(47) I am writing in response to your ad in the portland register. I understand that you are planning to expand your department. My
(48) resume is attached. Please keep I in mind for any available position.

Sincerely yours,

Sam Lewis

Sam Lewis

- 43. A June 13; 2003
- B June, 13, 2003
- C june 13 2003
- D Correct as it is

- 44. F P.o. Box 472
- G P.O. Box 472
- H P.O. box: 472
- J Correct as it is

- 45. A Portland Oregon 97205
- B Portland oregon, 97205
- C Portland, Oregon 97205
- D Correct as it is

- 46. F Dear Ms. Allen:
- G dear Ms. Allen;
- H dear Ms. Allen:
- J Correct as it is

- 47. A *Portland register*
- B *portland Register*
- C *Portland Register*
- D Correct as it is

- 48. F mine
- G me
- H my
- J Correct as it is

D Check Up

Read the following letter and note its numbered, underlined parts. Choose the answer that is written correctly for each underlined part.

(1) october 19, 2005

City Day Care

(2) 3435 Burlington blvd

(3) Dallas, texas, 75201

(4) Dear ms. Martin:

I am seeking a position as a preschool caregiver. Having recently earned a certificate in Early Childhood Care from the local community college, I feel I am well qualified in the field. I am anxious to put my child care skills to work in the Dallas area. I am enclosing my résumé for your review. Please consider me for any openings at your center.

(5) Yours truly,

Monique Jimmison

Monique Jimmison

- 1. A October 19, 2005
- B October, 19, 2005
- C october, 19, 2005
- D Correct as it is

- 4. F dear ms. martin:
- G Dear ms. Martin,
- H Dear Ms. Martin:
- J Correct as it is

- 2. F 3435 burlington blvd.
- G 3435 Burlington Blvd.
- H 3435, burlington Blvd.
- J Correct as it is

- 5. A yours truly;
- B Yours truly:
- C Yours Truly,
- D Correct as it is

- 3. A dallas, texas 75201
- B Dallas, Texas 75201
- C Dallas Texas, 75201
- D Correct as it is

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