

Reading: Text types Mark Scheme		
Q1	Sender's address	[1]
Q2	Sign-off	[1]
Q3	Circled (b) Formal language	[1]
Q4	Any 1 from: <ul style="list-style-type: none"> • A letter • A complaint letter • A business letter 	[1]
Q5	Circled (b) Does know the recipient	[1]
Q6	Circled (a) To inform	[1]
Q7	Recipient's address	[1]
Q8	Circled (b) The writer does not know the recipient	[1]