

Y2 Formal Letter Writing: Hospital Letter

Sunlight Hospital
Well Road
Hilltop Town
T11 234

Mr Jenner
32 High Street
Cliff Town
TT11 123

12th March 2016

Dear Mr Jenner,

I am writing to tell you that the operation on your left knee is on Tuesday 16th May at 10 o'clock. Come to the Knee Clinic two hours before this time.

Please make sure you have packed an overnight bag because you will have to stay in the hospital for two nights. Bring pyjamas, a book and soft slippers but don't bring tablets, laptops, watches and phones.

You must take care after the operation and you will be given a walking frame to help you move again.

If you have any questions or if you can't come on this day, please call the number below.

Yours sincerely,

M Hobbs
Dr Michael Hobbs

Y2 Formal Letter Writing: Hospital Letter

Questions

1. Who is the letter to?

2. What is the name of the hospital?

3. Where is the hospital?

4. What has Mr Jenner got to have an operation on?

5. When is his operation?

6. Which word is used to describe the slippers?

7. Why will Mr Jenner be given a walking frame?

8. Who is the letter from?

Answers

1. Who is the letter to?

The letter is to Mr Jenner.

2. What is the name of the hospital?

The name of the hospital is Sunlight Hospital.

3. Where is the hospital?

The Hospital is on Well Road in Hilltop Town.

4. What has Mr Jenner got to have an operation on?

Mr Jenner has got to have an operation on his left knee.

5. When is his operation?

His operation is on Tuesday 16th May at 10 o'clock.

6. Which word is used to describe the slippers?

The slippers are described as 'soft'.

7. Why will Mr Jenner be given a walking frame?

Mr Jenner will be given a walking frame to help him move again.

8. Who is the letter from?

The letter is from Doctor Michael Hobbs.

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TT11 123

12th March 2016

Dear Mr Jenner,

I am writing to inform you that the operation on your left knee is on Tuesday 16th May at 10 o'clock. Please arrive at the hospital two hours before this time and come to the Knee Clinic.

Please make sure you have packed an overnight bag because you will have to stay in the hospital for two nights. Bring your softest pyjamas, a book and comfortable slippers but don't bring anything valuable such as tablets, laptops, watches and phones.

You must take care after the operation and you will be given a walking frame to help you slowly move again.

If you have any questions or if you can't come on this day, please call the number below.

Yours sincerely,

M Hobbs
Dr Michael Hobbs

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Questions

1. Who is the letter to?

2. What is the name of the hospital?

3. Where is the hospital?

4. What has Mr Jenner got to have an operation on?

5. When is his operation?

6. Which word is used to describe the slippers?

7. Why will Mr Jenner be given a walking frame?

8. Who is the letter from?

9. Have you ever received a letter like this?

Answers

1. Who is the letter to?

The letter is to Mr Jenner.

2. What is the name of the hospital?

The name of the hospital is Sunlight Hospital.

3. Where is the hospital?

The hospital is on Well Road in Hilltop Town.

4. What has Mr Jenner got to have an operation on?

Mr Jenner has got to have an operation on his left knee.

5. When is his operation?

His operation is on Tuesday 16th May at 10 o'clock.

6. Which word is used to describe the slippers?

The slippers are described as 'comfortable'.

7. Why will Mr Jenner be given a walking frame?

Mr Jenner will be given a walking frame to help him move after the operation.

8. Who is the letter from?

The letter is from Doctor Michael Hobbs.

9. Have you ever received a letter like this?

Pupil's own response.

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12th March 2016

Dear Mr Jenner,

I am writing to tell you that the operation on your left knee is on Tuesday 16th May at 10 o'clock. Come to the Knee Clinic two hours before this time.

Please make sure you have packed an overnight bag because you will have to stay in the hospital for two nights. Bring pyjamas, a book and soft slippers but don't bring tablets, laptops, watches and phones in case they are lost, stolen or broken.

You must take care after the operation and you will be given a walking frame to help you move again.

If you have any questions or if you can't come on this day, please call the number below.

Yours sincerely,

M Hobbs
Dr Michael Hobbs

Y2 Formal Letter Writing: Hospital Letter Questions

1. Who is the letter to?

2. What is the name of the hospital?

3. Where is the hospital?

4. What has Mr Jenner got to have an operation on?

5. When must he arrive at the knee clinic?

6. What should he pack in his overnight bag? Choose two items.

7. Why does the letter say not to bring anything valuable?

8. What will Mr Jenner be given to help him move after the operation?

9. Why should he call the hospital? Give two reasons.

10. What do the letters 'Dr' stand for?

Answers

1. Who is the letter to?
The letter is to Mr Jenner.
2. What is the name of the hospital?
The name of the hospital is Sunlight Hospital.
3. Where is the hospital?
The hospital is on Well Road in Hilltop Town.
4. What has Mr Jenner got to have an operation on?
Mr Jenner has got to have an operation on his left knee.
5. When must he arrive at the knee clinic?
**He must arrive at the knee clinic at 8 o'clock
(two hours before 10 o'clock).**
6. What should he pack in his overnight bag? Choose two items.
He should pack (accept two): Pyjamas, a book, slippers.
7. Why does the letter say not to bring anything valuable?
**The letter says not to bring anything valuable
in case it is stolen or broken.**
8. What will Mr Jenner be given to help him move after the operation?
**Mr Jenner will be given a walking frame to
help him move after the operation.**
9. Why should he call the hospital? Give two reasons.
**He should call the hospital if he can't make the
appointment or if he has any questions.**
10. What do the letters 'Dr' stand for?
The letters stand for the word 'Doctor'.