

A Formal Letter




Aim

- I can understand the purpose of different kinds of writing and link it to my own experiences.

Success Criteria

- I can discuss the purpose of a letter.
- I can discuss the structure of its layout.
- I can link information to real-life experiences.


What Do You Already Know About Hospitals?



Have you ever been to a hospital?
Why?

Who might you see in a hospital?

Who works in a hospital?



Why might people have to go to a hospital?

What happens in a hospital?

What Do You Already Know About Hospitals?

Look at the photos on the next few slides to give us some more ideas.







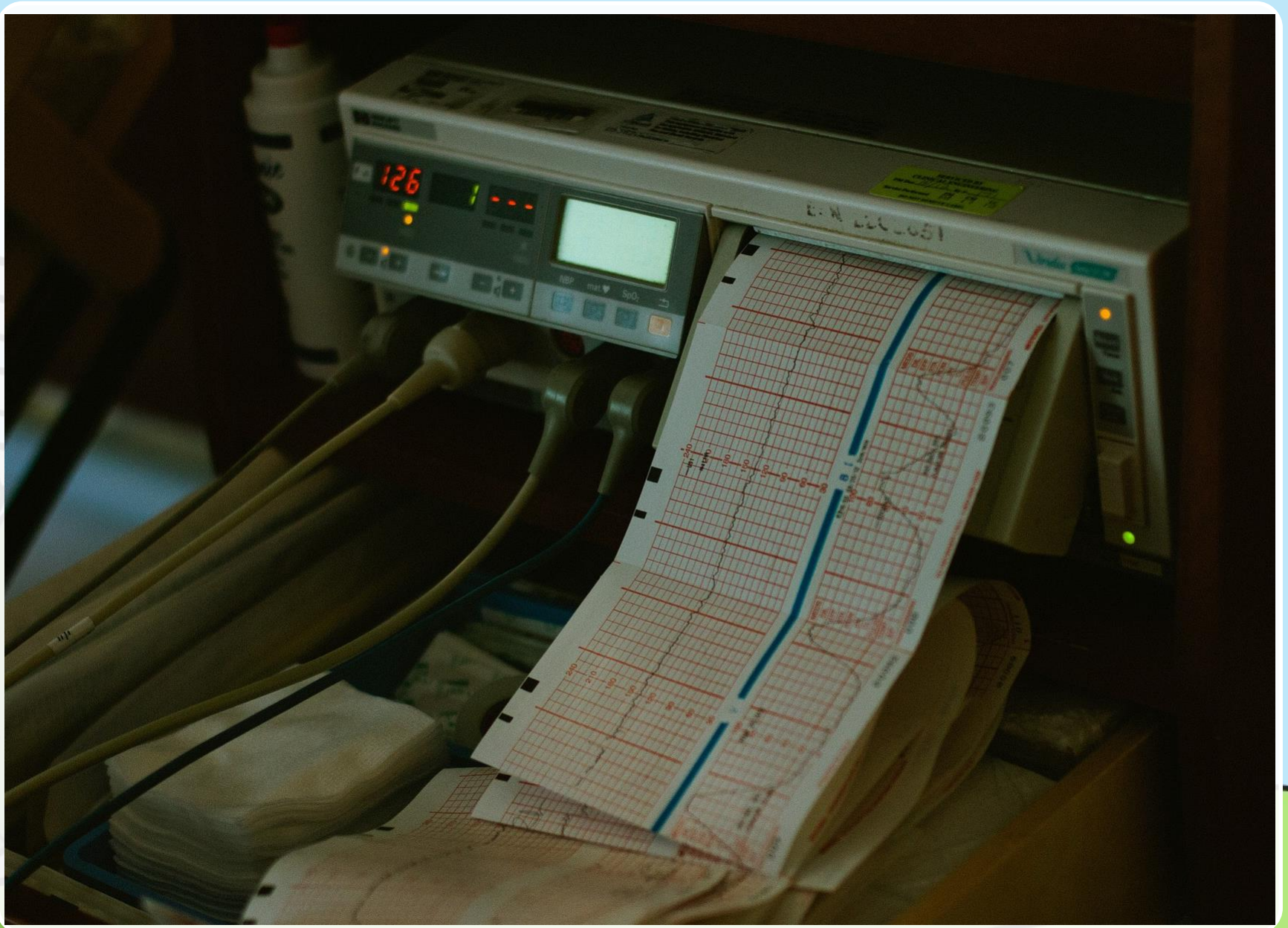




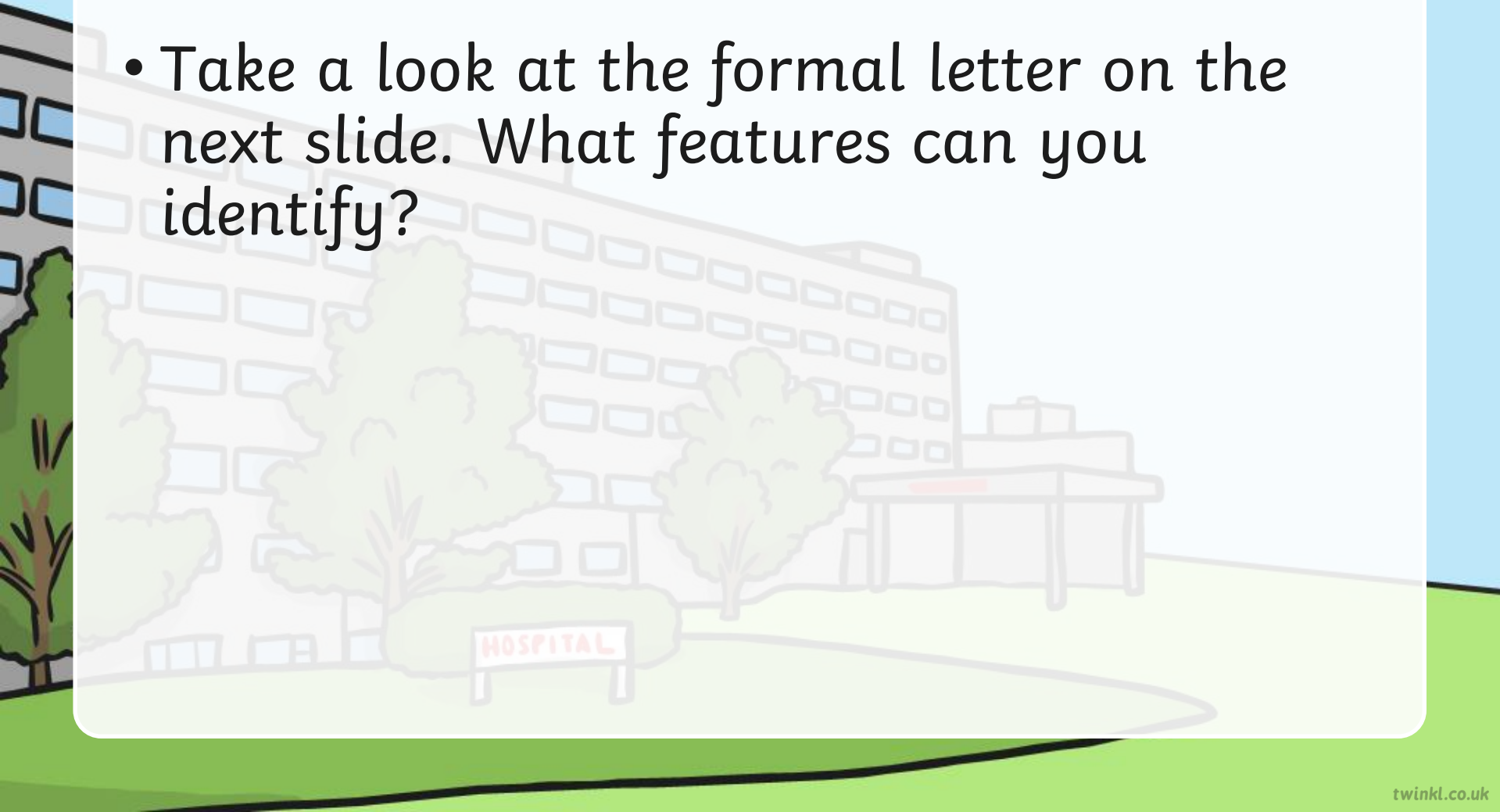






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- Take a look at the formal letter on the next slide. What features can you identify?



**Hospital
Well Road
Sheffield**

**Mr Jenner
High Street
Town
TT22 4T2**

18/08/16

Dear Mr Jenner,

I am writing to inform you that an appointment has been made for the operation on your knee.

The operation is on Tuesday 16th May at 10 o'clock. You must arrive at the hospital 2 hours before this time and come straight to the Knee Clinic.

Please make sure you have packed an overnight bag as you will have to stay in hospital for 2 nights.

If you have any questions or if you are unable to attend the appointment, please call the number below.

Yours faithfully,

M Hobbs

Michael Hobbs

Telephone number: 0064 389352

Features of a formal letter

Mr Jenner
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Town
TT22 4T2

Hospital
Well Road
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Yours faithfully,

M Hobbs

Michael Hobbs

Telephone number: 0064 389352

The date

The recipient

The sender

The address of the sender

The address of the recipient

The purpose

The signature

The greeting

