

Divide the letter into paragraphs, put them into the correct order and copy it onto the letter writing frame. Highlight the paragraphs and create a key at the bottom. You need to identify all paragraphs.

Yours sincerely, Dr. Michael Hobbs.

Mr Jenner

32 High Street

Cliff Town

TT11 123

I am writing to tell 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. 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.

12th March 2016

Sunlight Hospital

Well Road

Hilltop Town

T11 1234

Dear Mr. Jenner,