

Y2 Letter Writing: Formal Example Text

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 inform you that an appointment has been made for the operation on your left knee.

The operation is on Tuesday 16th May at 10 o'clock. Please arrive at the hospital two hours before this time and come straight 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. We suggest you bring your softest pyjamas, a book and comfortable slippers but don't bring anything valuable such as tablets, laptops, watches or phones.

You must be careful 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 are unable to attend the appointment, please call the number below.

Yours faithfully,

M Hobbs

Dr Michael Hobbs

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Annotated Genre Features

Sunlight Hospital
Well Road
Hilltop Town
T11 234¹

¹sender's address

²recipient's address

Mr Jenner
32 High Street
Cliff Town
TT11 123²

³today's date

12th March 2016³

Dear Mr Jenner,⁴

⁴a formal greeting, e.g. Dear...

⁵introduction sets out the purpose

I am writing to inform you that an appointment has been made for the operation on your left knee.⁵

The operation is on Tuesday 16th May at 10 o'clock. Please arrive at the hospital two hours before this time and come straight 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. We suggest you bring your softest pyjamas, a book and comfortable slippers but don't bring anything valuable such as tablets, laptops, watches or phones.

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

⁶conclusion to say what they want the recipient to do next

If you have any questions or if you are unable to attend the appointment, please call the number below.⁶

Yours faithfully,⁷

⁷sign off with 'Yours faithfully' or 'Yours sincerely'

M Hobbs

Dr Michael Hobbs

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Annotated Grammar, Punctuation and Spelling Features

All text: Uses the full range of spelling, grammar and punctuation features that have been taught in previous year groups including, capital letters and full stops; regular plurals spelt correctly and some verb suffixes (-er, -est, -ed)

Sunlight Hospital
Well Road
Hilltop Town¹
T11 234

Mr Jenner
32 High Street
Cliff Town¹
TT11 123

12th March¹ 2016

¹capital letter for a proper noun

Dear Mr Jenner¹,

²correct form of past and present tense used (including progressive form of the past and present tense)

I am writing² to inform you that an appointment has been made² for the operation on your left knee³.

³expanded noun phrase for description or detail

The operation is² on Tuesday 16th May¹ at 10 o' clock.¹¹
Please arrive² at the hospital two hours before this time
and⁸ come straight to the Knee Clinic^{1, 10}

⁴commas in a list

Please make sure you have packed² an overnight bag³ because^{9&5} you will have to stay in the hospital for two nights. You should⁹ bring a change of clothes^{9, 4} your softest pyjamas^{3, 4} a book and comfortable slippers³ but⁸ don't⁶ bring anything valuable such as tablets,⁴ laptops,⁴ watches or phones.

⁵subordinating conjunction

⁶apostrophe for contraction

⁷suffixes -ment, -ness, -ful, -less, -ly added correctly to root word

You must be careful⁷ after⁹ the operation and⁸ you will be given a walking frame to help you slowly⁷ move again.

⁸co-ordinating conjunction

If⁵ you have any questions or⁸ if you can't⁶ attend the appointment⁷, please call the number below.

⁹common exception words

Yours faithfully,

¹⁰command

M Hobbs¹

¹¹statement

Dr Michael Hobbs¹

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⁴commas in a list

⁵subordinating conjunction

⁶apostrophe for contraction

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Dr Michael Hobbs¹