

# 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 234<sup>1</sup>

<sup>1</sup>sender's address

<sup>2</sup>recipient's  
address

Mr Jenner  
32 High Street  
Cliff Town  
TT11 123<sup>2</sup>

<sup>3</sup>today's date

12th March 2016<sup>3</sup>

Dear Mr Jenner,<sup>4</sup>

<sup>4</sup>a formal  
greeting,  
e.g. Dear...

<sup>5</sup>introduction sets  
out the purpose

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

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.

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

<sup>6</sup>conclusion 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.<sup>6</sup>

Yours faithfully,<sup>7</sup>

*M Hobbs*

Dr Michael Hobbs

<sup>7</sup>sign off with  
'Yours faithfully'  
or 'Yours  
sincerely'

# Y2 Letter Writing: Formal Example Text

## 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 Town<sup>1</sup>  
T11 234

Mr Jenner  
32 High Street  
Cliff Town<sup>1</sup>  
TT11 123

12th March<sup>1</sup> 2016

<sup>1</sup>capital letter for a proper noun

Dear Mr Jenner<sup>1</sup>,

<sup>2</sup>correct form of past and present tense used (including progressive form of the past and present tense)

I am writing<sup>2</sup> to inform you that an appointment has been made<sup>2</sup> for the operation on your left knee<sup>3</sup>.

<sup>3</sup>expanded noun phrase for description or detail

The operation is<sup>2</sup> on Tuesday 16th May<sup>1</sup> at 10 o' clock.<sup>11</sup>  
Please arrive<sup>2</sup> at the hospital two hours before this time  
and<sup>8</sup> come straight to the Knee Clinic<sup>1, 10</sup>

<sup>4</sup>commas in a list

Please make sure you have packed<sup>2</sup> an overnight bag<sup>3</sup> because<sup>9&5</sup> you will have to stay in the hospital for two nights. You should<sup>9</sup> bring a change of clothes<sup>9, 4</sup> your softest pyjamas<sup>3, 4</sup> a book and comfortable slippers<sup>3</sup> but<sup>8</sup> don't<sup>6</sup> bring anything valuable such as tablets,<sup>4</sup> laptops,<sup>4</sup> watches or phones.

<sup>5</sup>subordinating conjunction

<sup>6</sup>apostrophe for contraction

<sup>7</sup>suffixes -ment, -ness, -ful, -less, -ly added correctly to root word

You must be careful<sup>7</sup> after<sup>9</sup> the operation and<sup>8</sup> you will be given a walking frame to help you slowly<sup>7</sup> move again.

<sup>8</sup>co-ordinating conjunction

If<sup>5</sup> you have any questions or<sup>8</sup> if you can't<sup>6</sup> attend the appointment<sup>7</sup>, please call the number below.

<sup>9</sup>common exception words

Yours faithfully,

<sup>10</sup>command

M Hobbs<sup>1</sup>

<sup>11</sup>statement

Dr Michael Hobbs<sup>1</sup>

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