Monday 18th May 2020

This week we are going to be exploring writing letters. You have written a formal letter before when you pretended to be the parent of John Patrick Norman McHennessy and wrote to his teacher. This time you are going to write an informal letter. Today we are going to compare the two types.

**LI: To compare a formal letter with an informal letter**

**Read the letters first**

**Formal letter**

Sunlight Hospital
Well Road
Hilltop Town
T11 234

Mr Jenner
32 High Street
Cliff Town
TT11 123

8th May 2020

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 Thursday 14th 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
Hello Mark,

How are you? I hope your operation went well and you are enjoying a rest in hospital. What is the food like? When I was in hospital having my knee operation, I loved the food especially the fish and chips.

Things are great here, but all the football team are missing you and can’t wait for you to return to your place as goalkeeper. Sam is doing his best in your place and only let 6 goals in on Sunday ensuring we only lost 6 nil. We were playing Linslade Leo’s who as you know are our toughest opponents! They’re sure to win the cup again this year.

Give me a ring when you are back at home and feel up to visitors as I would love to pop in and see you. I’ll bring a cake and make the drinks.

Take care

Best Wishes

From

Pete

Compare the letters. You can use the table on the next page, or you can create your own way of showing me you know the things that make the letters similar and that make the letters different. I’ve done one for you.