CLB 3-Writing a Note to Child's School about Medication-Identifying Parts of a Note or Letter-Skill Building

Student Name: _____ Date: _____

Here is an example of a note.

November 17, 2021 ← **Date**

Dear Mr. Smith, ← **Opening/Greeting**

Body

I am writing to let you know that my daughter, Angela needs to take some medication at school. The name of the medication is Amoxycillin. She needs to take 1 tablet every day at lunch time for 10 days. **Instructions for medicine**

Name of Medicine

Thank you for helping her with this. If you need to contact me, my phone number is 613-222-1234. ← **Your phone number**

Sincerely, ← **Closing**

Louisa Donatello ← **Your Name**

Look at the words and phrases. Can you decide where they belong in a letter or note (beginning, middle or body, closing)? Drag them into correct places.

November 17, 2021
Dear Mr. Smith,
I am writing to …
She needs to take …
The name of the medication is …
Thank you for helping her ...
My phone number is …
Sincerely,
Louisa Donatello

LIVEWORKSHEETS

Beginning	Middle/Body	Closing

PART B

Look at the note. Answer the following questions.

1. Who wrote the note?
   a. Mr. Smith b. Angela c. Louisa Donatello

2. Who is the note for?
   a. Mr. Smith b. Angela c. Louisa Donatello

3. When was the note written?
   a. 10 days b. November 17, 2021 c. today

4. What is the reason for the note?
   a. To tell the teacher Angela is sick
   b. to tell the teacher Angela needs to take the medicine
   c. to tell the teacher that Angela will be absent

5. How can the teacher reach the parent if she has any questions?
   a. By email b. by phone c. in person

6. 613-222-1234 is the number for the.....
   a. The parent b. the teacher

LIVEWORKSHEETS

7. What is the opening used in the note?
   a. Dear b. Sincerely

8. What is the closing used in the note?
   a. Dear b. Sincerely

9. This note is…..
   a. Formal b. informal

10. Did you ever have to write a note? Who did you write it to?

_____

11. What are some reasons people write notes?

_____

LIVEWORKSHEETS