



## Medical Emails #1

**Instructions:** Drag the labels to the correct parts of the email and then answer the questions below.

Closing

Body

Opening

Subject

Send Attach Save Draft Spelling Cancel

To: JTAdams200@yahoo.com Show BCC

Cc:

Subject: Doctor Appointment Plain Text

Hello John Adams,

I have scheduled an appointment for you with Dr. Martin on Wednesday, April 6<sup>th</sup> at 2:00pm. Dr. Martin has the results of your biopsy and would like to discuss them with you.

Please call me today to confirm that you are available for this appointment. When you come for your appointment, bring your health card and a list of current medicine you are taking. Also remember to wear a mask when you are in the office.

Thank you,  
Sara McDonald  
Receptionist, Dr. Martin Clinic 519-246-8888

**Questions:** Use the information in the email to answer the questions below.

1. Who is the email from? Sara John Wednesday
2. Who is the email to? Sara John Dr. Martin
3. What is the subject of the email? Dr. Appointment JTAdams200
4. When is the appointment? April 6<sup>th</sup> Dr. Martin Clinic biopsy
5. Where is the appointment? April 6<sup>th</sup> Dr. Martin Clinic biopsy
6. Check 2 things he needs to bring to the appointment.  
list of medicine money driver license health card