



Medical Emails Review

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

Closing

Body

Opening

Subject

→

→

{

{

To:	JTepper@yahoo.com	Show BCC
Cc:		
Subject:	Doctor Appointment	Plain Text

Dear Jake Tepper,

Your test results have come in and Dr. Jones would like to schedule a time to meet with you to discuss them. Are you available to come into the office on Thursday, March 10th at 1:30pm? Please send me an email today to confirm you are able to make this appointment.

When you come in to see the doctor, please bring a list of your current medications. Also remember to wear a mask.

Sincerely,

Mira Gatos
Receptionist, Dr. Jones Riverside Clinic
519-979-5689

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

1. Who is the email from? Jake Mira March 10th
2. Who is the email to? Jake Mira March 10th
3. What is the subject of the email? Dr. Appointment JTepper@yahoo.com
4. When is the appointment? March 10th Dr. Jones Clinic Results
5. Where is the appointment? March 10th Dr. Jones Clinic Results
6. Check 2 things he needs to bring to the appointment.

list of medicine

money

mask

driver's license