

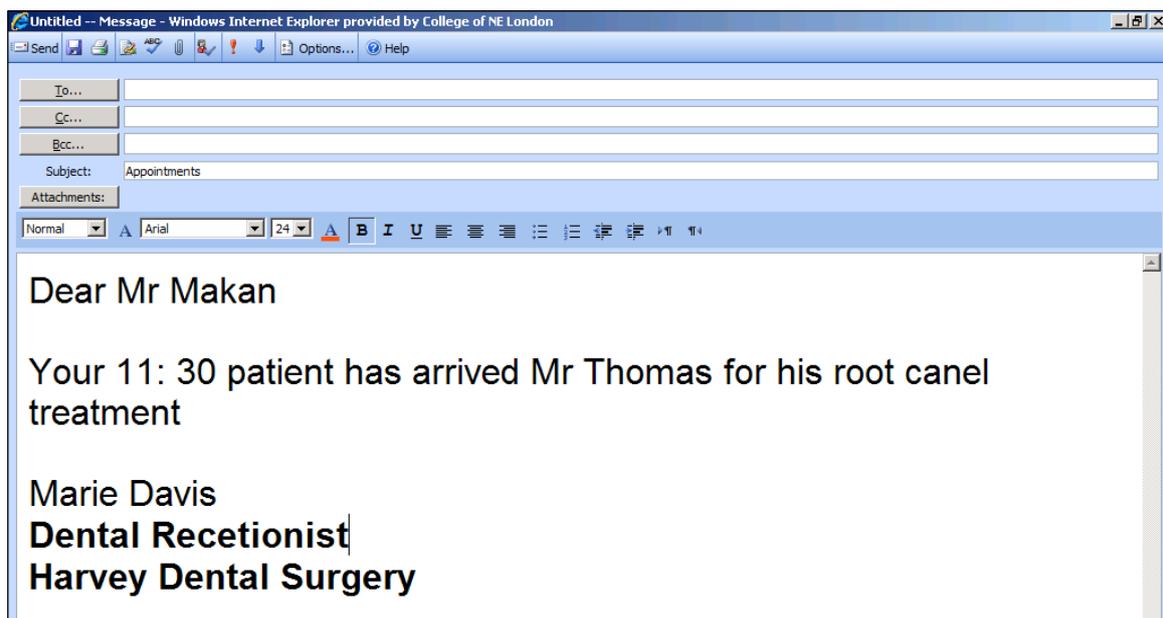
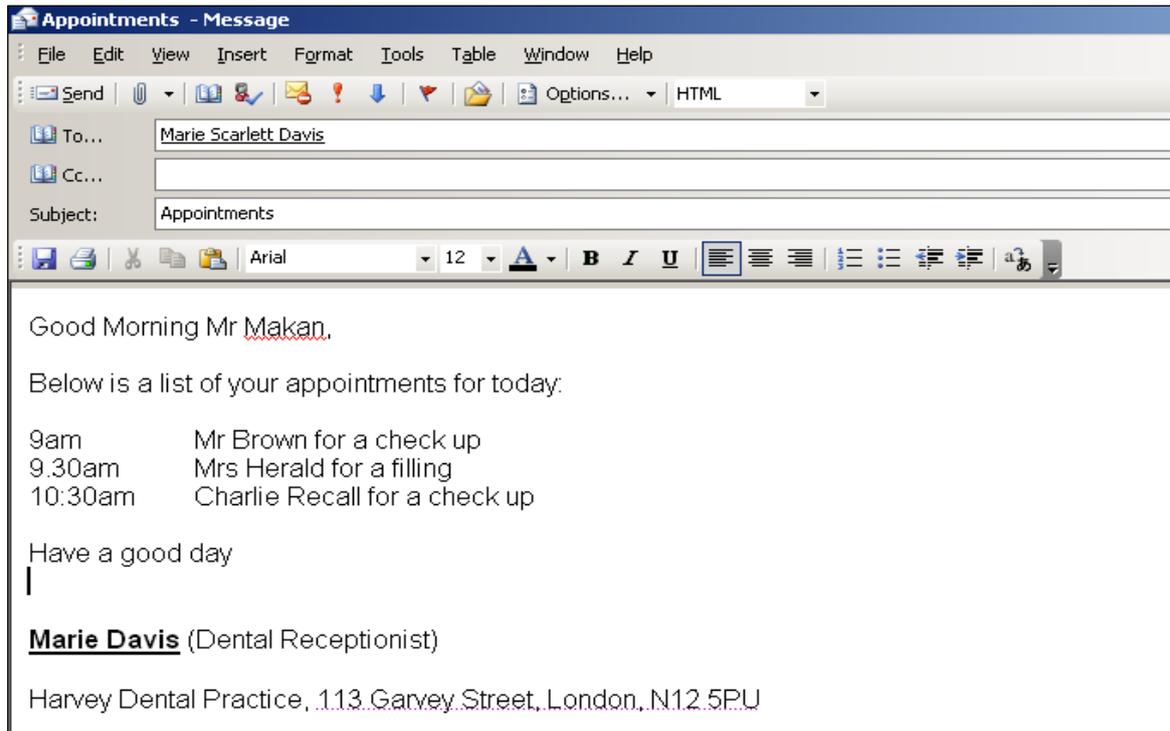
Email at work (A) dental surgery

Name _____ Date _____

You work as a receptionist in a dental surgery. One of your daily tasks is to email the dentist a patient list for the day.

You also email the dentist , Mr Makan, to tell him when his patients arrive.

Look at these examples:



Email at work (A) dental surgery



Name _____ Date _____

Tasks

- You will need a copy of the Appointment Diary
- Please send a copy of all your emails to your tutor.
- Remember to do a spell check before clicking **send**.

Task 1

Compose a new email message letting Mr Makan what appointments he has today.

Include: the time, patient name and treatment (look at the example).

Task 2

Send an email to Mr Makan letting him know the time and the name of his 1st appointment .

Task 3

Send an email to Mr Makan letting him know that his 11:30 patient has arrived.

Task 4

Send an email to Mr Makan letting him know that his 4pm appointment has cancelled.

Email at work (A) dental surgery



Name _____ Date _____

Harvey Dental Practice, 113 Garvey Street, London, N12 5PU

Appointment Diary Page – Mr Makan

	Name	Treatment
09.00	Mrs Smith	6 month check up
09.30	Mr Langley	6 month check up
10.00	Miss Perez	Tooth Filling
10.30		
11.00	Miss Weekly	6 month check up
11.30	Mr Thomas	Root Canal
12.00		
12.30		
13.00	LUNCH	
13.30	LUNCH	
14.00	Mr Pond	Tooth extraction
14:30		
15:00		
15:30	Mrs Roberts	6 month check up
16:00	Miss Bennett	6 month check up
Surgery Closed		

Opening Hours of the surgery

Monday – Closed

Tuesday – Friday 9 am – 4pm

Saturday – Emergencies only