

CORRECT ORDER OF SENTENCES

This worksheet is designed to build your skills in putting sentences in the correct order.

ANSWERS

Items to Move	Move items into this column
I attached the doctor's note.	From: Mark Green, Sales
Message:	To: Jennifer Brown, Human Resources
Thank you.	Date: October 26, 2011
Please confirm that the cost of the medicine is covered by the company healthcare plan.	Subject: Sick leave certificate
I was sick yesterday, and therefore I couldn't come to work.	Message:
To: Jennifer Brown, Human Resources	I was sick yesterday, and therefore I couldn't come to work.
Date: October 26, 2011	In order to receive sick pay, I need to send in my doctor's note.
Subject: Sick leave certificate	I attached the doctor's note.
In order to receive sick pay, I need to send in my doctor's note.	Please confirm that the cost of the medicine is covered by the company healthcare plan.
From: Mark Green, Sales	Thank you.