

CORRECT ORDER OF SENTENCES

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

EXERCISE

You will be constructing an email out of the information in the chart below. Each line on the right will be filled in with information from the left.

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