

## INFORMAL LETTER – HEALTH

You attended a workshop on how to treat a sprained ankle. Your sister who stays in a boarding school asks you to tell her about the first aid treatment workshop as she has just sprained hers during a sport training

Use the notes below to write your letter.

- The date of the workshop
- The venue of the workshop
- The organiser of the workshop
- Injured ankle should be rested
  - do not walk – strain injured area
- Cold compression – apply ice pack
  - For 15-20 minutes
  - Helps reduce swelling
- Stabilise ankle
  - bandage ankle
  - not too tight – ensure continuous blood circulation
- Keep ankle raised
  - Reduces swelling
- Avoid massaging
- Give **one** hope

When writing the letter, you must remember to :

1. Write the address and the date
2. Write the purpose of the letter
3. Sign the letter
4. Use all the notes given

## Lay out your letter first

<b>Introduction</b>		Purpose of the letter – <i>tell sister about the first aid treatment</i>
<b>Body</b>	<b>Paragraph 1</b>	<p>The date of the workshop-<i>3 April 2018</i></p> <p>The venue of the workshop-<i>local clinic</i></p> <p>The organiser of the workshop-<i>The District Youth Organisation</i></p>
	<b>Paragraph 2</b>	<p><i>Injured ankle should be rested</i></p> <p><i>-do not walk – strain injured area</i></p> <p><i>Cold compression – apply ice pack</i></p> <p><i>- Helps reduce swelling</i></p>
	<b>Paragraph 3</b>	<ul style="list-style-type: none"> <li>•<i>Stabilise ankle</i></li> <li><i>-bandage ankle</i></li> <li><i>-not too tight</i></li> <li>•<i>Keep ankle raised</i></li> <li>•<i>Avoid massaging</i></li> </ul>
<b>Closing</b>		Give one hope – <i>get well soon</i>

## Remember to :

1. Lay out the letter
2. Organise the contents into the suitable paragraphs
3. Be precise

## Sample Answer

<p style="text-align: right;"><i>Aina bt Rahman</i>  123, Jalan Bahagia, Kg Teking Rebak,  36400 Hutan Melintang, Perak  3 April 2018</p>	<b>ADDRESS &amp; DATE (F1)</b>
<p><i>Dear Hany,</i>  I received your letter yesterday. I am sorry to hear about your sprained ankle. So, I am writing this letter to tell you about the first aid treatment on how to treat a sprained ankle.</p>	<b>INTRODUCTION (F2)</b>
<p><i>For your information, I went to a workshop on how to treat a sprained ankle on 3 April 2018, which was last week at a local clinic. It was organised by the District Youth Organisation under the Healthy Youngsters Programme. So, I guess I am the right person you should turn to.</i></p>	<b>Content 1,2,3</b>
<p><i>First and foremost, an injured ankle should be rested. You should avoid walking too much as this could strain the injured area causing the injury to become worse. It is advisable for you to use crutches to walk or just ask Dini, your best friend, to help you if you need to get something. Following the injury to the ankle, the immediate step to take is to give cold compression to the injured area. Apply an ice pack onto the injured ankle.. This would help to reduce the swelling.</i></p>	<b>Content 4,5,6,7</b>
<p><i>Next, stabilise the ankle so there is a limited movement of the injured part. I know you are athletics but be patient. Bandage it but not too tightly. It helps the injury to heal faster. Remember to raise the ankle. Finally, please do not massage it. It may cause damage to the muscles. I think you know it better since you are the athlete in the family.</i></p>	<b>Content 8,9,10,11</b>
<p><i>So, those are the steps to treat your sprained ankle. I hope you will get well soon and be able to play again. I wish you the best. Goodbye.</i></p> <p style="text-align: right;"><i>Your Dearest Sister, Aina</i></p>	<b>Content 12  (F3)</b>

Now, try this question

Your cousin is an athlete who loves outdoor activities. Since you are a member of the Red Crescent Society, tell her about the symptoms of heat stroke and how to help a heat stroke patient.

**Symptoms:**

- Throbbing headaches
- Dizziness

Try these cooling strategies:

- Move to a cooler environment – suggest one place
- Fan air over the patient
- wet the skin with water – suggest one way
- Apply ice packs to the patient's neck and
- Immerse the patient in a shower.
- use an ice bath - help cool the body.
- Call the paramedics

When writing the letter, you must remember to :

1. Write the address and the date
2. State the purpose of the letter
3. Sign the letter
4. Use all the notes given

