

2H

Writing

## An announcement

*I can write an announcement for a school event.*

- 1- VOCABULARY. Match the photo with one of the events below. Is it a good way to raise money, do you think? Why?



School events concert musical play school camp  
school club school trip sports day

- 2- Read the announcements. Match each with an event from exercise 1. Then check the meaning of all the events.

# Cats!

**Come to our musical!**

**Saturday 12 July from 7 p.m. to 11 p.m.**  
**in the school hall**

Please help us to raise £1,000 for new musical instruments for the school.

**We need your help!**

Come and see us dance! Come and hear us sing!  
Fun for all the family! Please bring a friend!

**Tickets: £5. Buy your ticket before 30 June and get a 50p discount!**

## JUDO CLUB

**DO YOU ENJOY A CHALLENGE?**

**Then come to judo club.**

We meet every Wednesday after school in the school gymnasium, from 3.30 to 5 p.m.

**It's a great way to make new friends and to keep fit!**

Are you new to martial arts? Don't worry!  
We've got a great judo teacher. Everyone is welcome, especially beginners!

**Call Sarah on 0990 237789 for more details.**

- 3- Read the LEARN THIS! Box. Find nine examples of imperatives in the announcements in exercise 2.

### LEARN THIS! Imperatives



We use imperatives to give orders and instructions, and to make requests.

We form affirmative imperatives with the infinitive form of the verb without *to*.

*Be quiet! Write the answer in your notebook.*

*Please sit down.*

We form negative imperatives with *don't* and the infinitive form of the verb without *to*.

*Don't be silly! Please don't interrupt.*

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

4- Complete the sentences with the verbs below. Use affirmative or negative imperatives

bring call forget miss put visit

- 1 \_\_\_\_\_ to tell your friends and family!
- 2 \_\_\_\_\_ it in your diary so that you don't forget!
- 3 \_\_\_\_\_ Dean Richards on 509331 for more information.
- 4 \_\_\_\_\_ our website!
- 5 \_\_\_\_\_ this event!
- 6 \_\_\_\_\_ a friend!

5- Read the **Writing Strategy**. Then read the task and make notes using the questions below to help you.

#### Writing Strategy

Make sure that you include all the information required in the task. As you make notes in preparation, tick off the key points in the task as you deal with them.

You are organising an event at your school. Write an announcement to publicise the event and encourage people to attend. Remember to include information about the time and place of the event and how people can attend.

- 1 what is the event?
- 2 where?
- 3 date, day and time?
- 4 what is the purpose of the event?
- 5 what happens?
- 6 other information (tickets? phone number? website?)

6- Write an announcement for the event. Use your notes from exercise 5

#### CHECK YOUR WORK



Have you ...

- used some imperatives?
- included all the information in exercise 5?
- checked your spelling and grammar?