

punctuation

Use a capital letter at the start of a sentence and for days of the week, months and names.

Use a full stop at the end of a sentence and question mark at the end of a question.

Taken from Pearson Gold Experience A2, page 19

 To: **Noah**  From: **Lisa**

Hi Noah,

Do you want to go to song-writing club with me?
It's on Wednesdays at Fresh Sounds Music School.
It starts at 6.30 p.m. and it costs £3.

I hope you can come.

Lisa

6 Does Lisa give this information in her email? Write *Y* for yes or *N* for no.

A cost

E date

B telephone number

F name of teacher

C time

G place

D day

Write on

10 Think of a club you want to go to. Complete the table with information about your club.

type of club	
day	
time	
place	
cost	
any other important information	

11 e Write an email to your friend. In the email, invite your friend to your club. Write 25 words or more. Use the exam tip to help you.

skill tip: invitations

Remember to write:

- what the invitation is for.
- the time, day and place.

Improve it

12 Read your email again. Check that:

- it says what the invitation is for.
- it says the day, time and place.
- your spelling and punctuation are correct.