

Write an email to your English speaking boss and invite him/ her to a birthday party which you prepare for your colleague. Please include:

- The place and time
- How to get there and the possibility of accommodation
- Recommend a present to buy

1. Complete each gap with ONE word.

Dear Mr Smith

I am organizing birthday party my colleague Tom
and I would to invite you, too. The party in the
restaurant called Four Roses next Friday. It starts 5 pm.
You can get to the restaurant tram or bus. Get off
the main station, the street and right.
restaurant is opposite the supermarket. You can stay overnight
 my flat. I live near the restaurant. Tom loves red wine
so you can buy a bottle as a present. I you can
come.

Best

Jan Novák