

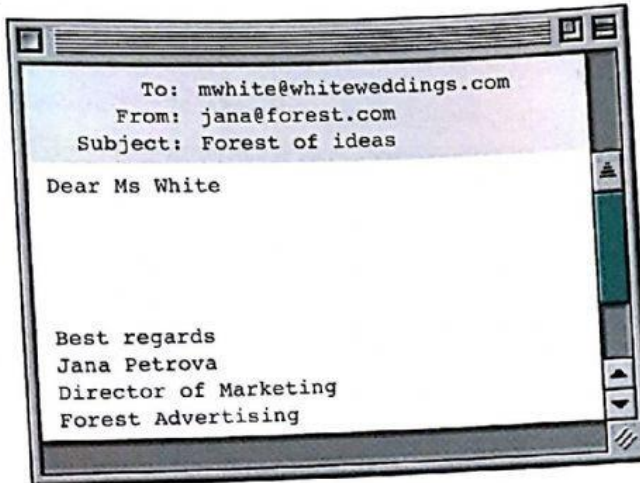
PART B Formal and informal invitations



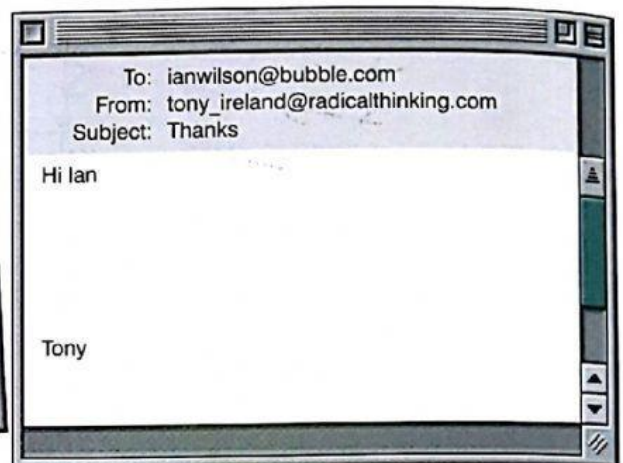
1 Reading

- a Look at the beginning and ending of two email invitations. Who wrote each email, and who was it written to?

1



2



- b Put these sentences in the correct order to complete email 1.

- a ☐ We look forward to seeing you at the fair.
- b ☐ I am writing to confirm details of the 'Forest of ideas' fair next month.
- c ☐ Please confirm whether you are able to join us for this.
- d ☐ The fair will be held at the Marlon Hotel on 17th and 18th May, and we would like to invite you to a special pre-fair dinner for our most valued customers at 8 p.m. on May 16th.

- c Put these sentences in the correct order to complete email 2.

- a ☐ Give me a call if you can make it.
- b ☐ How about dinner tomorrow night? I can thank you personally and catch up on what's happened to you since your promotion.
- c ☐ Thanks for setting up yesterday's meeting for Jane with your boss. I think it was successful. :-)
- d ☐ Hope to see you tomorrow.

- d Which email is more formal?