

The Enterprise

Dock 3

The Moon

PC Space ship

Country president

Planet Earth

PC Solar system

February 10th 2350

Dear Sir or Madam

My name is James T. Kirk. I'm the captain of the space ship Enterprise. The reason I'm contacting all the Earth's presidents to invite you in my name and on behalf of the Enterprise's crew to our Saint Valentine's Costume party.

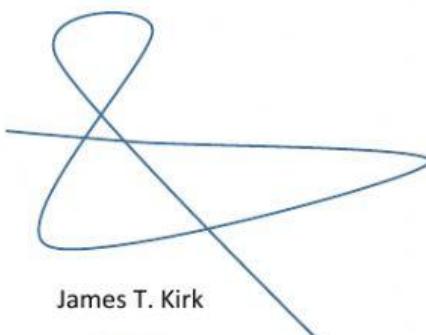
We would like to broaden the friendship between Earth inhabitants and alien civilisations like the Vulcan, Acamarian, Ba'ku or Gorn communities.

We will celebrate the party in our ship, on the main deck. The party will take place on February 14th Saint Valentine's Day. The party will start at 20:00. Each person attending can bring four companions.

It is a costume party. We expect all those attending to wear a disguise preferably a Saint Valentine themed costume, but this isn't mandatory.

We would appreciate that you confirmed your assistance by February 12th. We are looking forward to seeing you.

Yours sincerely



James T. Kirk



Your address Addressee Date Greeting

Ending Your signature (sign + name)

1st Paragraph (purpose)

Middle paragraphs (contain information)

Last paragraphs (State action you expect to receive)

Answer the Questions about the party

1. Who is invited to the party?

Aliens Kings Country presidents Country people

2. When will the party take place?

On the 10th On the 12th On the 14th

3. When does the party start?

It starts at 10 It starts and 8pm It starts in the evening

4. Will there be aliens at the party?

Yes, there will No, there won't yes, there won't

5. Are people wearing costumes?

Yes, St Valentine theme No, they aren't Yes, any type

5. Assistants can take five companions

True False