

Writing: An Invitation



1- Read the invitations (1 - 4) and match one of them with the photo. Which invitation is formal?

1

Dear Zak,

It's my birthday next week and I'm having a party to celebrate it. We're going to the beach for a BBQ on Sunday afternoon. That's the 16 August. Would you like to join us? If the weather is fine, bring your swimsuit and a towel. Can you also please bring a few sausages or burgers and some bread rolls for the BBQ?

Put it in your diary!

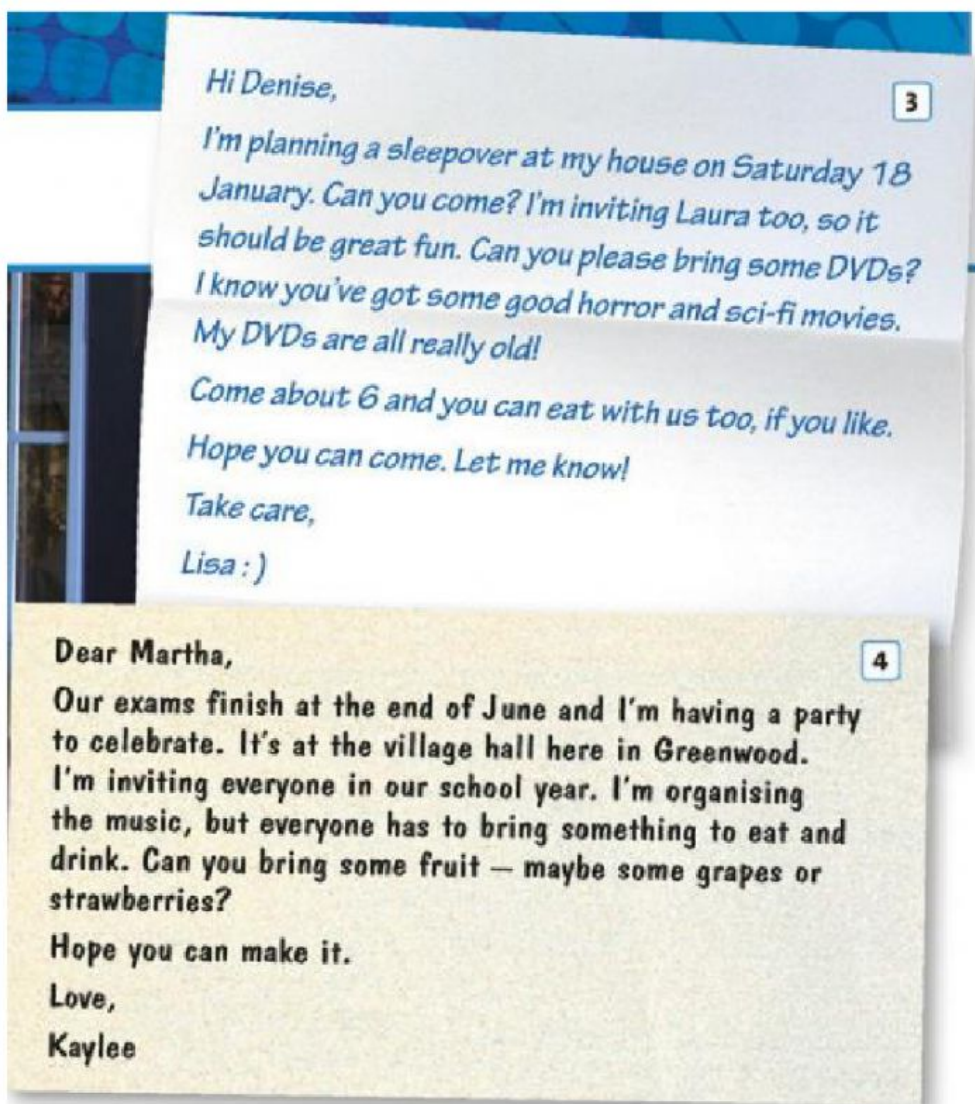
Love,
Emily x

2

Tom and Alice Bowman

would like to invite you to
a party to celebrate the New Year
on Saturday 31st January from 8 p.m.
at 27 Stanton Rd

RSVP



2- Find the following information for each invitation.

INVITATION	THE EVENT	THE DATE AND TIME	THE PLACE

3- **KEY PHRASES.** Complete the phrases with the words below. They are all in the invitations in exercise 1.

bring can celebrate diary hope
join know make planning

Invitations

I'm having a party to ¹_____ my birthday.

I'm ²_____ a sleepover.

Would you like to ³_____ us?

Can you ⁴_____ some food?

Put it in your ⁵_____!

I ⁶_____ you can come. Let me ⁷_____!

Hope you ⁸_____ ⁹_____ it.

RSVP

- 4- Read the **WRITING STRATEGY**. Then check the invitation below and find four mistakes for each category mentioned.

Writing Strategy

When you have finished writing, check your work carefully for mistakes. Read once for grammar, once for choice of vocabulary and once for spelling.

Hi Anna,

I having a party at my hose on 16 Febuary to celebrate my birthday. I'm inviting all my friends so it should be grate fun. You don't have to take any food or drink, but can I please lend your speakers? I've got a lot of music on my MP3 player, but I hasn't got some speakers.

A party starts at 6 p.m. but can you please take the speakers a few hours before that – in the afternoon? Let me now if you can go.

Take care,

Sally

- 5- Write an informal invitation for one of the occasions below. Include the following information.

- Say why you are holding the party / event.
- Say when and where the party / event is (day, date and time).
- Say what the person you are inviting should do or bring with them.
- Remind them to confirm if they are coming or not.

Christmas Halloween New Year's Eve

the end of the exams the end of the school year

your birthday