LINC 5 Writing Assessment: Formal Style
NAME:

Read the note from one friend to another inviting her to lunch.

Dear Lou,

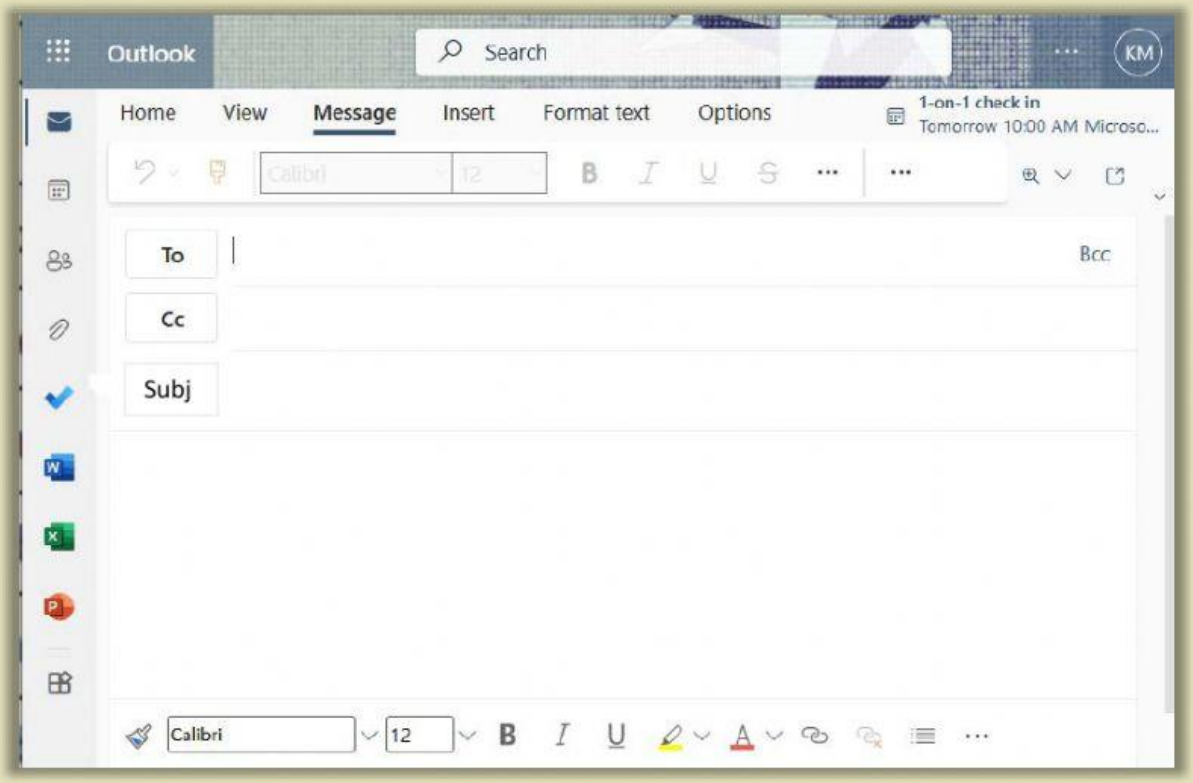
I'm going out for lunch with my friend Fred today. Can you come? We'd really love to have you. Fred's really been looking forward to meeting you. Let me know.

Your friend,

Rich.

Now, imagine that these are co-workers and that the woman, Lou, is the boss. To reflect this, rewrite the letter as an email in a more formal style.

(FYI: Richard Wagner is the writer. Friederich Nietzsche is his co-worker. Lou Salome is Richard's female boss. Her email address is: L.Salome1861@gmail.com)



LIVEWORKSHEETS