

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

Best

Jan Novák