

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

Best

Jan Novák