

5 Read the e-mail.

New Message

To

Friends

Cc

Bcc

Subject

Birthday party

Hi friends,

Is everything okay? I am planning a party for our friend Jack on next Saturday. It's his birthday. Would you like to join it? If yes, I need some help and things. Who can bring some balloons and candles? I think Roger can do that. I am buying the beverages and the party hats, but we need a cake and some snacks. Molly, can you make them, please? Thanks in advance. Oh! I forgot the invitation cards and the gifts! Who wants to prepare the cards and wrap the gifts? Mark? Okay, you're responsible for doing them. I guess everything's done. Thanks again for your help.

See you.

Doris

Send



a Write six things Doris needs for the party.

- | | |
|-------------------------|-------------------------|
| 1. <input type="text"/> | 4. <input type="text"/> |
| 2. <input type="text"/> | 5. <input type="text"/> |
| 3. <input type="text"/> | 6. <input type="text"/> |

b Write what these people are doing for the party.

- | | |
|----|------------------------------------|
| 1. | <input type="text" value="Doris"/> |
| 2. | <input type="text" value="Roger"/> |
| 3. | <input type="text" value="Molly"/> |
| 4. | <input type="text" value="Mark"/> |