

CLB 3-Writing Invitations-Skill Building



Read the invitation to Mark. A casual written invitation usually has a greeting, some pleasantries, an invitation, and details about the location. Move the parts of the invitation to the correct place.



_____ : Greeting

_____ : Pleasantries

_____ : Invitation

_____ : Location

We could meet at ...

Hey Mark

How are things?

Do you want to meet for lunch?



Read the email again in the correct sequence. Move the parts of the email to the correct place.



Hi Asha,

I hope that you're well. I really miss seeing you every day in class.

I was wondering if you want to get together for a coffee next week.

Are you free on Thursday at 3:00? There is a coffee shop at the corner of King and Union. It's close to the ESL school and they have great desserts.

Looking forward to hearing from you,

Your friend,

Samira



pleasantries

closing

greeting

invitation

details (time, place)