

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

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pleasantries

closing

greeting

invitation

details (time, place)

A screenshot of an email client showing an email from Samira to Asha. The email content is as follows:

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

On the right side of the email, there are several blue horizontal bars with arrows pointing to specific parts of the text. These arrows correspond to labels on the right: 'pleasantries' (pointing to the greeting), 'closing' (pointing to the ending), 'greeting' (pointing to the start), 'invitation' (pointing to the 'I was wondering...' sentence), and 'details (time, place)' (pointing to the coffee shop details). The labels are arranged vertically on the right.