

Writing skills practice: An invitation to a party – exercises

Look at the exam question and answer and do the exercises to practise and improve your writing skills.

Preparation

What information do you need to write on an invitation to a birthday party? Tick (✓) five things.

- | | | | | | |
|----|--------------------------|----------------------------------|----|--------------------------|----------------------|
| 1. | ☐ | the place the party will be held | 5. | ☐ | how to get there |
| 2. | ☐ | the date the party will be held | 6. | ☐ | what to bring |
| 3. | ☐ | your date of birth | 7. | ☐ | what to say |
| 4. | ☐ | the time the party will start | 8. | ☐ | your passport number |

Exam Question

It's your birthday next week and you're having a party. You want to invite your friend, Lisa. Write an email to invite her to the party. Tell her when it is, what she should bring and how to get there.

To: luckylisa100@webmail.com

Subject: Invitation

Hi Lisa,

I'm having a birthday party next Friday at my house. Would you like to come? It'll be fun! Lots of people from my school are coming. You know some of them – Petra, Karl, Marco and Rob. Can you bring some lemonade and crisps?

My house is behind our school, 6 Greenfield Avenue. It's right next to the park and it's got a blue front door.

Hope you can come and see you soon,

Edu

RSVP :)

Top Tips for writing

1. Use the present continuous for future plans and arrangements.
2. Use capital letters for days of the week and for street names.
3. Use *Hope you can come* to finish your invitation.
Note: RSVP means 'please reply'.

1. Check your understanding: multiple choice

Circle the best answer to these questions.

1. When is Edu's birthday party?
 - a. this week
 - b. next week
2. How does Edu know Lisa?
 - a. They are brother and sister.
 - b. They go to school together.
3. What should Lisa take to the party?
 - a. drinks and some snacks
 - b. Petra, Karl, Marco and Rob
4. Where does Edu live?
 - a. next to the park
 - b. next to Greenfield Avenue
5. What day is Edu's birthday party?
 - a. Friday
 - b. Saturday
6. Which of the following does Edu not mention in his invitation?
 - a. the place the party will be held
 - b. the time the party will be held

2. Check your writing: gap fill – talking about arrangements

Rewrite the sentences about the future using either the present continuous or 'going to + verb'.

1. We're meeting at six o'clock. **Rewrite using 'going to + verb'.**

2. They're catching a bus to the town centre. **Rewrite using 'going to + verb'.**

3. He's going to play football on Saturday morning. **Rewrite using the present continuous for future use.**

4. We're having a holiday in Greece this year. **Rewrite using 'going to + verb'.**

5. She's going to go to the cinema after dinner. **Rewrite using the present continuous for future use.**

6. My train is leaving in 10 minutes. **Rewrite using 'going to + verb'.**

3. Check your writing: multiple selection – time references

Circle the words that can complete these sentences. You can circle more than one answer.

1. We always watch a DVD ____ Friday night.
a. next b. tomorrow c. on d. in e. at
2. Can you come to my house party ____ Sunday afternoon?
a. next b. tomorrow c. on d. in e. at
3. The party will start ____ about 10 o'clock.
a. next b. tomorrow c. on d. in e. at
4. I will pick you up ____ morning after breakfast.
a. next b. tomorrow c. on d. in e. at
5. Please reply to me by ____ evening.
a. next b. tomorrow c. on d. in e. at
6. My family and I usually go shopping ____ the morning.
a. next b. tomorrow c. on d. in e. at
7. I am looking forward to seeing you ____ Saturday.
a. next b. tomorrow c. on d. in e. at
8. Are you going to Tom's party ____ weekend?
a. next b. tomorrow c. on d. in e. at

4. Check your writing: gap fill – completing an invitation

Complete the invitation with a phrase from the box.

Hope you can come

next to the library

Would you like to

We're going to

coming over at 2 p.m.

Dear Suki

How are you? I'm having a garden party next Sunday.

¹ _____ come? It'll be lots of fun and there'll be loads of people there. ² _____ have a barbecue, so bring some meat and fizzy drinks.

My house is on King's Avenue, ³ _____. You can see it's my house because I have a pink door!

It's going to rain in the morning, so how about ⁴ _____?

It should be lots of fun. ⁵ _____ and see you soon,

Barry

RSVP

Discussion

Are you going to have a party for your next birthday?

Have you received any party invitations recently?

What other types of invitations do you send?