email

Hi Uncle Sam,

How are you?

We're having a surprise party on Saturday 11th April at 6pm because it's Dad's 50th birthday. Can you come?

All the family are coming, as well as Dad's friends.

I hope you can come too. Let me know.

Love,

Rashida

Read the email sample above and tick the things that Rashida has included.

	a greeting		details about the food
	the reason for the party		told the reader to keep a secret
	the time the party starts		asked the reader to reply to the invitation
	the date of the party		informal expressions

Using the choice of sequence connectors, fill in the boxes below to complete the email.

Hi Sam

I hope you are well, as it has been so long since we met. _____ my siblings and I are planning a birthday party for Derick, my cousin. _____, you met him a few months ago. _____Derrick will be turning 16 next month, it will be a surprise birthday party for him.

We plan to hold the party on the first day of next month. _____ it is on a Sunday. _____ I suggest that you arrive at my house at least 2 hours before the party starts. _____, it'll only start at approximately 6.00pm.

_____, all my cousins will be there. We also invited Derrick's close friends to the party. _____ I am looking forward for you to come. Please tell me if you can attend.

Laura

LIVEWORKSHEETS