4H

Writing

An invitation

I can write an invitation.

Preparation

1 Match 1–7 with a–g to make key phrases for invitations.

1 I'm having a party ☐	a in your diary!
2 I'm ☐	b you can come. Let me know!
3 Would you like ☐	c planning (a party).
4 Can you please ☐	d can make it.
5 Put it ☐	e to celebrate (my birthday).
6 I hope ☐	f to join us?
7 Hope you ☐	g bring (some CDs)?

2 Complete the invitations with key phrases from exercise 1.

To: lisa@email.com

Hi Lisa,

[1] _____ . It's on Saturday 11 April from 7 o'clock. I'm inviting lots of friends and my cousins from London too.

[2] _____ ? It should be fun. I don't have much good music so [3] _____ ? Or can you bring your MP3 player? I've got some speakers. Don't forget the date: 11 April – [4] _____ !

Love, George

To: marcus@email.com

Hi Marcus,

[5] _____ to celebrate the end of the school year. I'm inviting lots of people from our year at school. We're going to the lake and we're having a BBQ. Please bring some food – maybe some burgers and sausages for the BBQ – and some lemonade or cola. [6] _____ – you've got my mobile number.

Love, Alice

Writing Strategy

When you have finished writing, check your work carefully for mistakes. Read once for grammar, once for choice of vocabulary and once for spelling.

3 Read the Writing Strategy. Then find and underline one mistake in each sentence below. Write *G* for a grammar mistake, *V* for a vocabulary mistake and *S* for a spelling mistake.

1 How much CDs can you bring? G
2 The party should be funny! ☐
3 Can you pleese bring some food? ☐
4 I inviting all my friends. ☐
5 I'm having a berthday party. ☐
6 Don't remember to let me know if you can come. ☐

4 Rewrite the sentences in exercise 3 correctly.

1 How _____
2 _____
3 _____
4 _____
5 _____
6 _____

Writing Guide

5 Plan an invitation for one of the events below. Make notes.

barbecue birthday party end-of-exams party
fancy dress party New Year's Eve party street party

1 What is the event? Why are you holding it?

_____
_____
_____

2 When and where is the event?

_____
_____
_____

3 What should the person do or bring?

_____
_____
_____

6 Write the invitation using your notes from exercise 5.

CHECK YOUR WORK

Have you ...

- ☐ used some key phrases from exercise 1?
- ☐ checked the grammar?
- ☐ checked your choice of vocabulary?
- ☐ checked the spelling?

LIVEWORKSHEETS