Hi Martina,

How are you? We haven't seen you for ages! Hope you're well and you're enjoying your new job. This is just to say that we're having a barbecue at the weekend. Are you free on Saturday and, if so, would you like to come? People are going to arrive around eight o'clock. Everyone's bringing something for the barbecue. Do you think you could bring something?

It would be lovely to see you and have a chance to chat.

Best wishes,

Barbara

Inbox

Hi Bill,

How are things? I hope the cycling trip went well – you had good weather for it!

Are you doing anything on Saturday evening? We're having a barbecue and inviting a few people. Can you come? It'd be great to see you!

Everyone is bringing something. We'll make some salads, but could you bring some meat for the barbecue?

Love,

Barbara

Fill in the table below using the emails above.

Type of phrase	Email to Martina	Email to Bill
Asks how the other person is	1 How are you?	5 How _____ ?
Asks if he/she is free	2 Are you _____ on Saturday?	6 Are you _____ on Saturday?
Invites him/her	3 _____ to come?	7 _____ come?
Says she wants to see him/her	4 It _____ to see you.	8 It'd _____ to see you!

Source: Adrian Doff, Craig Thaine, Herbert Puchta, Jeff Stranks, and Peter Lewis-Jones, *Empower: Pre-Intermediate Student's Book* (Cambridge University Press, 2015): p. 44-45.

LIVEWORKSHEETS