

# SKILLS FOR WRITING

Can you join us?

Learn to write an informal invitation

**W** Inviting

What is an informal invitation?

- Informal invitation is personal given to a friend, family, etc.
- For example, invitation to a birthday party, invitation to dinner, invitation to a trip, etc.

## Parts of an email to make an invitation

### 1. Greeting

How are you? or How are things?  
Hope.....  
I hope.....

Hi Carlos,  
How are you? Hope the family's well.

### 2. Body

When is the event?  
Where/place?  
What event is? Date?  
How many days? a day / a night  
Invite: Would.....?  
Can you.....?  
Offer accommodation

In December it's our family party again, and we all plan to meet in Cuenca as usual. The party is on Friday, December 14th. Would you like to come? I hope so, as I'd love to see you. Sergio (you know, my friend from school) says he has a spare bedroom, so you can stay at his house. Please let me know if you would like to join us.

### 3. Ending

Love  
Your name

I hope you can come!  
Felipe