7.7 Writing

A message

1 Complete the sentences with the words below.

can	having	~~going~~ (x2)	late	let
let's	starting	there	would	

Give information

I'm [1] *going* to the beach.

I'm [2] _____ a party.

The bus is really [3] _____.

Make a request, offer or invite

[4] _____ you like to come?

[5] _____ you help me finish this?

Make arrangements

[6] _____ meet at the entrance to the park at 12.30.

The party is [7] _____ at 2 o'clock.

I'm [8] _____ to be at the tennis club at 7.30.

End the message

See you [9] _____/soon.

[10] _____ me know.

2 Use phrases from Exercise 1 and the information below to write short messages.

1 To Sara from Anna. Me and Danny – beach this afternoon. You / come? Leave / 2 o'clock.

Hi Sara,
Danny and I are going to the beach this afternoon. Would you like to come?
We're leaving at about 2 o'clock.
Let me know.
Anna

2 To Anna from Sara. Yes, meet / outside house / 2.05. See / soon.

_____
_____
_____
_____

3 Complete the sentences with the correct phrases below.

Perhaps we could	Please wait	Shall we
~~Would you like to~~		

1 *Would you like to* come to the cinema tomorrow?
2 _____ meet after school?
3 _____ go to the theatre.
4 _____ at the bus stop for me.

4 Read the invitation (A) and the email (B). Then complete Lola's notes (C) with a word or a short phrase in each gap.

A

Come to Jake's
18th birthday barbecue
on Sunday at 1 Wood Lane
Starts at 12.30 and continues until ????
Please bring a plate of food – sausages/sandwiches?
Let me know if you can come by Thursday.
Jake

B

Hi Lola,

Hope you can come. Can you tell Alexa about it too, please? I haven't got her email address and she's off school at the moment. Dave and the others are meeting at the bus stop to get the 12.15 bus. Maybe you could meet up there?

Jake

C

Lola's Notes Barbecue

Person having barbecue: [1] *Jake*
Reason: [2] _____ Take: [5] _____
Day: [3] _____ Travel by: [6] _____
Time: [4] _____ Meet up at: [7] _____

WRITING TIME

5 Use the information in Lola's notes to write a message to Alexa about the barbecue.

1 **Find ideas**
- Include the information in Lola's notes.

2 **Plan and write**
- Organise your ideas into paragraphs. Use the messages in Exercise 2 to help you.
- Write a draft message.

3 **Check**
- Check language: did you use polite phrases in your message?
- Check grammar: did you use the Present Continuous or *going to* for your arrangement?
- Write the final version of your message.

I can write a message to make an arrangement.

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