

WORKSHEET

Family & Friends 4
Unit 6

Teacher's feedback



Read the Writing Strategy. Then complete the invitation and the reply with the abbreviations below.

e.g. etc. p.m. PS RSVP

To: andy@email.com

Hi Andy,

I hope you are well.

I'm having a party on Saturday evening to celebrate the end of our exams. We're meeting in the park at six 1..... and playing some games, 2..... football, volleyball and basketball. Then we're having a picnic. I am providing the drinks for everybody, but please bring something to eat.

I hope you can come. 3..... before Friday, please!

Mike

4..... Do not forget to bring some food!

To: mike@email.com

Dear Mike,

Thanks for the invitation, but unfortunately I cannot make it. We're going away for the weekend on Saturday morning.

Are you around next week? It would be nice to meet up. We can chat, look at photos from the party, 5.....

See you soon!

Andy

*p.m. = afternoon/evening time

*etc. = and so on

*RSVP = please reply

*PS = postscript (thêm ý sau thư)



Writing Strategy

In an informal text, you can use common abbreviations like e.g. and etc. You should use short form like I'm and don't, not full forms (I am and do not).

Writing Guide

Task 2: Write an invitation to a party. Include these points:

- Give the reason, date, time and place of the party.
- Say what activities you are planning and what the person needs to bring, wear, etc.

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Answer

Task 3. Imagine you are Andy. Write a reply to Mike's invitation to meet up.

- Say why you cannot meet him.
- Suggest another activity at a later date.

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