WRITING FOR A PURPOSE



Use the writing reference to help you write for different purposes.

To invite someone
- I'm writing to invite you ...
- I want to invite you to ...
- Would you like to come to ...?
- Please come to ...
- I hope you can come to ...

To accept/decline an invitation
- I'd love to come ...
- I'll be there!
- I wouldn't miss ...
- I'm sorry, I can't make it.
- I would love to come but ...

To ask for information
- Can you tell me ...?
- Do you know ...?
- When is the ...?
- Could you tell ..., please?

To make plans
- Let's meet at ...
- Are you interested in going to ...?
- Would you like to ...
- Shall we meet at ...

To make suggestions
- If I were you, I'd ...
- Let's ...
- Shall we ...
- Why don't you ...
- What about ...

To give opinions
- I really think that ...
- You should ...
- I think you should ... because ...
- I'm sure that ...
- I feel that ...

You can use the following tenses when you write about plans, arrangements and to give information.

Use the simple present tense to talk about something scheduled.

Use the 'be going to' form to talk about future plans and arrangements.



1 TALKING ABOUT SOMETHING SCHEDULED:
- The trip **is** next week.
- The concert **starts** at 7.30 p.m.

2 TALKING ABOUT FUTURE PLANS AND ARRANGEMENTS:
- A guide **is going to** accompany us.
- We **are going** to ride on a cable car.

LIVEWORKSHEETS

Your parents are having a housewarming party. Write an email to your friend, Alana, to invite her to the party and tell her about the activities that she can enjoy at the party.



Write your email to **Alana** in about **60 – 80 words.**

To:	alana@email.com
Subject:	Housewarming Party Invitation

LIVEWORKSHEETS