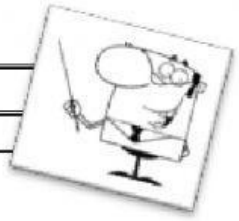
KINGDOM OF BAHRAIN
Ministry of Education
Saar Secondary Girls School

مملكة البحرين
وزارة التربية والتعليم
مدرسة سار الثانوية للبنات



Eng 201 - Unit 6 (Writing Skills): Formal Letter

Name:	Class:	Prepared by Ms.Reem

A. Read the following letter of invitation and identify the parts writing the letters (a - g).

1 [ ]

Dubai Expo Marketing Office
Dubai Festival City
United Arab Emirates

Telephone: +971 123456 78
Email: expodubaixxxx@gmail.com
31st August

2 [ ]

Mr. Abdulla Ali
CEO, Bahrain Tourism College
Manama, Bahrain
P.O box 8090

3 [ ]

Dear Mr Ali,

4 [ ]

As the head of the marketing team of the Dubai Expo 2020, I would like to invite you to take part in the tourism conference which will be held in Dubai Festival City conference hall 26 November from 9 a.m till 5 p.m.

5 [ ]

We would appreciate it if you could join the conference as a main speaker. The conference will have twenty speakers from different countries around the world and you were chosen to represent Gulf countries in the tourism conference. We all, in the marketing team believe you are the perfect candidate to speak about tourism strategies as you have a long experience in this field. Your knowledge would be extremely valuable to a huge audience who will be at the conference. All of the conference speakers will do presentations on different themes discussing the events of the Dubai Expo and the tourism strategies that can help make the festivals even bigger.

After the conference, there will be a dinner and a greet-and-meet which will be around 8 p.m for all the people participating in the conference. Moreover, there will be tours which can take you all around the Dubai Expo events.

6 [ ]

We hope that you agree to join us in the tourism conference and look forward to receiving your reply. If you need further information, do not hesitate to contact us.

7 [ ]

Yours sincerely,
Nicolas Peterson

I. I Nicolas Peterson: Head of the marketing team at Dubai Expo.

a. Reason for writing
b. Receiver's address
c. Formal ending / signature
d. Body of the letter (details)
e. Sender's address
f. Formal greeting
g. Conclusion

LIVEWORKSHEETS