

2H

Writing An invitation

I can write an invitation and a reply.

Preparation

1 Label the photos with the words below.

abseiling jet-skiing kayaking kite surfing mountain biking orienteering quad biking rock climbing



1



2



3



4



5



6



7



8

Writing Strategy

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

2 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 six¹ _____ 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

3 Underline three more full forms in exercise 2. Write the full forms and the short forms below.

1 you are

you're

2 _____

3 _____

4 _____

Writing Guide

4 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.

5 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.

CHECK YOUR WORK

Have you ...

- covered all the points in exercise 4 and in exercise 5?
- used short forms rather than full forms?
- used an abbreviation from exercise 2?
- checked your spelling and grammar?