Notes (making arrangements)
Put the phrases into the right category

I'm going to the cinema, we are leaving at 7:30 pm, see you there, can you help?, I am really busy- I can't come, Would you like to come? Let me know, The train is really late

1. The information you want the other person to know	
2. A request, offer or invitation	
3. Arrangements	
4. Ending	

LIVEWORKSHEETS

2. Complete the note with the missing words.

_____ Helen,

Mike and I _____ to the beach this afternoon.
_____ you like to come? We _____ about 2 o'clock. Perhaps we could _____you_____ outside your house.

_____ me know.
Love, Mary

Let, pick up, Hi, are going , would, are leaving

LIVEWORKSHEETS