

5 Read the e-mail.

New Message

To Friends Cc Bcc

Subject Birthday party

Hi friends,  
Is everything okay? I am planning a party for our friend Jack on next Saturday. It's his birthday. Would you like to join it? If yes, I need some help and things. Who can bring some balloons and candles? I think Roger can do that. I am buying the beverages and the party hats, but we need a cake and some snacks. Molly, can you make them, please? Thanks in advance. Oh! I forgot the invitation cards and the gifts! Who wants to prepare the cards and wrap the gifts? Mark? Okay, you're responsible for doing them. I guess everything's done. Thanks again for your help.

See you.  
Doris

Send



a Write six things Doris needs for the party.

1.
2.
3.
4.
5.
6.

b Write what these people are doing for the party.

1. Doris
2. Roger
3. Molly
4. Mark