2H Writing

An announcement

I can write an announcement for a school event.

Preparation

1 Complete the school events. Use *a, e, i, o, u* and *y*.

1 c__nc__rt
2 m__s__c__l
3 pl__ __
4 sch__ __l c__mp
5 sch__ __l cl__b
6 sch__ __l tr__p
7 sp__rts d__ __

2 Complete the announcements with the verbs below. Which are imperatives? Circle them.

are come is meet phone play practise want

BADMINTON CLUB

[1]_____ you already a badminton player?
Do you [2]_____ to learn to play badminton?
Everyone [3]_____ welcome at our club, especially beginners.
We [4]_____ in the school gym every Thursday at 4 p.m. We [5]_____ for fun, but we also play matches and [6]_____ our skills.
[7]_____ to our club!
[8]_____ Laura on 07700 900227.

are come learn like meet play visit wait

COMPUTER CLUB

Do you [9]_____ computers?
[10]_____ you interested in programming?
Then [11]_____ to our computer club!
We [12]_____ every Monday in the computer lab after school from 3.30.
We do programming, we [13]_____ to use software and we [14]_____ games online too. It's great fun!
Don't [15]_____ ! Come to our club! Or [16]_____ our website for more information. www.ourcomputerclub.com

3 Complete the table with information from the announcements.

Badminton Club	Computer Club
Day and time?	
1 _____	2 _____
Where?	
3 _____	4 _____
Activities	
5 _____ 6 _____ 7 _____	8 _____ 9 _____ 10 _____
Contact for more information	
11 _____	12 _____

4 Put the words in the correct order to make imperatives.

1 forget / to tell / your friends / don't
_____ !
2 visit / this number / call / our website / or
_____ !
3 make / friends / new
_____ !
4 play / and / fit / football / get
_____ !
5 it / don't / miss
_____ !

Writing Guide

5 Make notes for an announcement for one of the clubs below (or choose your own club).

Sports clubs: basketball club cycling club football club gymnastics club hockey club

Other clubs: art club book club chess club dance club debating club music club photography club

1 Name of club: _____ ☐
2 Meet where? _____ ☐
3 Meet when (day and time)? _____
_____ ☐
4 What do you do at the club? _____
_____
_____ ☐
5 Contact name and number, and website: _____
_____ ☐

Writing Strategy

Make sure that you include all the information required in the task. As you make notes in preparation, tick off the key points in the task as you deal with them.

6 Read the Writing Strategy. Then write the announcement. Tick off the points in exercise 5 as you deal with them.

CHECK YOUR WORK

Have you ...

- ☐ included all the information in exercise 5?
- ☐ used some imperatives?
- ☐ checked your spelling and grammar?

LIVEWORKSHEETS