From: Greta
Subject: Paul's birthday

Hi,

I'm so excited about Paul's birthday on Saturday.

Actually, I've just decided to organize a picnic for him! Would you be able to help me? It's going to be a surprise.

Unfortunately, the weather forecast for Saturday is mixed. It's mostly sunny, but there's a small chance of rain. I wanted to have the picnic in the park, but maybe we should have it in my garden instead. What do you think?

We could just order pizza for everyone, or we could make some simple dishes ourselves. Which would you prefer?

I can't wait to hear from you!

Greta

1	What is the main reason for the email? ___	**A**	Having the picnic in the garden or the park.
2	What is the first thing you need to do in your email reply? ___	**B**	Write a greeting and react to the birthday.
3	What do you need to confirm? ___	**C**	Whether or not you can help organize the picnic.
4	What do you need to choose between? ___	**D**	The type of food that will be served.
5	What do you need to express a preference about? ___	**E**	To discuss plans for the birthday picnic.

LIVEWORKSHEETS

Here is a suitable reply from Carl to the email in exercise 1, but the lines (**A–H**) have been mixed up. Number them (**1–8**) to put them in the correct order.

A A picnic is a fantastic idea, and making it a surprise for Paul is even better. Yes, I can definitely help to organize it. No problem. ___

B Carl ___

C I think your garden would be better than the park, Greta. That way, if it rains, we can go into your house. ___

D Speak soon! ___

E I'll ring you tonight to talk about the plans. ___

F Hi Greta, ___

G I'd prefer to make our own dishes, to be honest. Pizza is nice, but it gets cold so quickly! We could just make some salads and sandwiches, couldn't we? ___

H I'm really excited about Paul's birthday on Saturday, too! ___

LIVEWORKSHEETS