



Correspondence Bites

Challenge

Can You Spot the Problem?

Read each invitation.

Can you explain why it doesn't work?

Invitation 1

Subject: Birthday Party

Hi Emma,

I'd love for you to come to my birthday party!

It's going to be so much fun. I hope you can make it.

Best,

Zara

Question

- What's missing?

Invitation 2

Dear Michael,

I've been thinking about having a birthday party for several months because work has been stressful and I finally finished painting my living room. I also bought new furniture and my cousin is coming from Boston. We're thinking of serving lasagna, chicken, three kinds of salad, cheesecake, ice cream, and maybe brownies, although we're still deciding...

I'd love for you to come on July 18 at 6 p.m.

Best,

Zara

Question

- Why is this invitation difficult to read?



Invitation 3

Subject: Wedding

Hey!

Come to our wedding next month.

It'll be awesome.

Later!

Question

- Why doesn't this sound appropriate?

Invitation 4

Dear Sarah,

We'd love to invite you to our graduation party on June 14 at 5 p.m.

It will be held at our home.

Best,

Zara

Question

- What's one thing the host may want to add?

Try to answer these questions yourself based on everything we have discussed so far.
Then check the next page.



Answers

Invitation 1

Problem: Missing essential information

Guests don't know:

- when
- where
- what time

Without this information, they cannot decide whether they can attend.

Invitation 2

Problem: Too much unnecessary information

An invitation should answer the guest's questions—not tell the whole story.

Keep your invitation clear and concise.

Invitation 3

Problem: The tone doesn't match the occasion

A wedding is usually a formal or semi-formal event.

The greeting and closing should reflect that.

Invitation 4

Problem: No RSVP

If the host needs to know how many people are coming, they should include an RSVP request.

