



Correspondence Bites

Your Turn!

Now it's your turn to write an invitation.

Use everything you've learned in previous sections.

Remember to include:

- ✓ An appropriate greeting
- ✓ The purpose of your email
- ✓ The event
- ✓ The date
- ✓ The time
- ✓ The location
- ✓ Any additional information (if needed)
- ✓ A polite closing

Situation 1

You are having a birthday party next month.

Invite one of your friends.

Greeting

Subject

Your email

Closing



Challenge

Now choose **one** of the following situations and write another invitation.

- ☐ Dinner at your home
- ☐ Graduation celebration
- ☐ Wedding
- ☐ Housewarming party
- ☐ Holiday dinner
- ☐ Baby shower
- ☐ Retirement party
- ☐ Company event

Planning Box

Before you begin writing, answer these questions.

What is the event?

When will it take place?

Where will it be held?

Who are you inviting?

Do you need RSVP?

- ☐ Yes ☐ No

Any additional information?

- ☐ Dress code
- ☐ Parking
- ☐ Food
- ☐ Plus-one
- ☐ Contact information
- ☐ Other: _____



Self-Check

Before sending your invitation, ask yourself:

- ☐ Is my greeting appropriate?
- ☐ Did I clearly explain the purpose of my email?
- ☐ Did I include the event?
- ☐ Did I include the date?
- ☐ Did I include the time?
- ☐ Did I include the location?
- ☐ Did I include any necessary additional information?
- ☐ Is my tone appropriate?
- ☐ Is my closing appropriate?
- ☐ Is my invitation clear and easy to understand?

Bite Challenge

Now compare your invitation with the sample invitations we discussed earlier.

Ask yourself:

- Would a guest know exactly **what** the event is?
- Would they know **when** and **where** to go?
- Is anything missing?
- Did you include anything unnecessary?
- Does your email sound natural and polite?

If you answered **yes** to all of these questions, you've written an effective invitation!

