

Writing skills practice: An invitation to a party – exercises

Look at the exam question and answer and do the exercises to practise and improve your writing skills.

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	nformati	on do you need to write on an invitat	ion to a birtl	hday p	arty? Tick (✓) five things.
1.		the place the party will be held	5.		how to get there
2.		the date the party will be held	6.		what to bring
3.		your date of birth	7.		what to say
4.		the time the party will start	8.		your passport number
		Exam Question It's your birthday next week and you your friend, Lisa. Write an email to i what she should bring and how to g To: luckylisa100@webmail.c Subject: Invitation Hi Lisa, I'm having a birthday party Would you like to come? It'll school are coming. You know Marco and Rob. Can you brind My house is behind our school right next to the park and in Hope you can come and see Edu RSVP:)	nvite her to the there. om next Fride be fun! Le some of the some le of, 6 Greev t's got a be	ay at ots of them emona	my house. people from my — Petra, Karl, ide and crisps? Avenue. It's
		T C			

Top Tips for writing

- 1. Use the present continuous for future plans and arrangements.
- 2. Use capital letters for days of the week and for street names.
- Use Hope you can come to finish your invitation.
 Note: RSVP means 'please reply'.

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	eck your understanding: multiple choice the best answer to these questions.	
1.	When is Edu's birthday party?	
	a. this week	b. next week
2.	How does Edu know Lisa?	
	a. They are brother and sister.	b. They go to school together.
3.	What should Lisa take to the party?	
	a. drinks and some snacks	b. Petra, Karl, Marco and Rob
4.	Where does Edu live?	
	a. next to the park	b. next to Greenfield Avenue
5.	What day is Edu's birthday party?	
	a. Friday	b. Saturday
6.	Which of the following does Edu not mention in his	invitation?
	a. the place the party will be held	b. the time the party will be held
	eck your writing: gap fill – talking about a e the sentences about the future using either the presence we're meeting at six o'clock. Rewrite using 'going	sent continuous or 'going to + verb'.
2.	They're catching a bus to the town centre. Rewrite	
3.	He's going to play football on Saturday morning. Reuse.	ewrite using the present continuous for future
4.	We're having a holiday in Greece this year. Rewrite	e using 'going to + verb'.
5.	She's going to go to the cinema after dinner. Rewri	
6.	My train is leaving in 10 minutes. Rewrite using 'ge	
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3. Check your writing: multiple selection – time references

Circle the words that can complete these sentences. You can circle more than one answer.

- We always watch a DVD ____ Friday night. 1.
 - a. next
- b. tomorrow c. on d. in
- e. at

- 2. Can you come to my house party ____ Sunday afternoon?
 - a. next
- b. tomorrow
- c. on
- d. in
- e. at

- 3. The party will start ____ about 10 o'clock.

 - a. next b. tomorrow c. on
- d. in
- e. at

- 4. I will pick you up ___ morning after breakfast.

 - a. next b. tomorrow c. on
- d. in
- e. at

- 5. Please reply to me by ____ evening.
 - a. next
- b. tomorrow
- c. on
- d. in
- e. at

- 6. My family and I usually go shopping ____ the morning.
 - a. next
- b. tomorrow
- c. on
- d. in
- e. at

- I am looking forward to seeing you ____ Saturday. 7.
 - a. next
- b. tomorrow c. on
- d. in
- e. at

- 8. Are you going to Tom's party ____ weekend?
 - a. next
- b. tomorrow c. on
- d. in
- e. at



4. Check your writing: gap fill - completing an invitation

Complete the invitation with a phrase from the box.

Hope you can come

next to the library

Would you like to

We're going to

coming over at 2 p.m.

How are you? I'm having a garden party i	next Sunday.
loads of people there. 2	
bring some meat and fizzy drinks. My house is on King's Avenue, ³ it's my house because I have a pink door!	
It's going to rain in the morning, so how 4?	about
It should be lots of fun. ⁵	and see you soon,
Barry	

Discussion

Are you going to have a party for your next birthday?

Have you received any party invitations recently?

What other types of invitations do you send?

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