

## 1. Identifying text type and purpose

a) When did you last write:

- a letter? - an e-mail? - a text message?

b) Who was it to? What was it about?

b Look at texts A-C. They are invitations to a party.

1 What type of text is each one?

2 Which text is written to:

- a good friend?
- an acquaintance?
- a work colleague?

## 2. Using prepositions of time and place

Cover text C. Complete the invitation using prepositions.

*Please.....come.....to.....Sean*

*Wilson's leaving party Saturday May 20th.....8.00p.m*

*1.00a.m.....Meeting House Club..... 17 East Street, London*

## 3. Noticing style

Read texts A-C again with a partner. Find examples of these descriptions of style.

1. long sentences
2. short sentences
3. full forms (e.g. *I am*)
4. short forms (e.g. *I'm*)
5. sentences with words missing
6. politewords and phrases

## 4. Using appropriate language

Complete these sentences with words from **texts** A-C.

1. I \_\_\_\_\_ forward to seeing you on Friday night.
2. Hi Jane, It's my birthday on Friday night, and \_\_\_\_\_ having a party.
3. We would be very pleased if you \_\_\_\_\_ come to our dinner party.

4. We're all meeting for lunch on Saturday. \_\_\_\_\_ you can come.
5. \_\_\_\_\_ in pub\_\_\_\_\_8.
- 6.\_\_\_\_\_ let me know if you can come.
- 7.\_\_\_\_\_ sincerely, Jane Thomas
8. The film starts at 6.30.\_\_\_\_\_you there.

***Writing task***

- a) You are going to invite a classmate to your celebration. Decide whether to write a letter, e-mail, or text message.
- b) Write your invitation and 'send' it to your classmate.

