

WRITING AN EMAIL: A BIRTHDAY PARTY INVITE

Situation: You are turning 12 and are having a birthday party. Write an email to invite your best friend.

Instructions:

- **Start with a casual greeting:** Use a friendly and informal greeting like "Hey [Friend's name]," or "Hi [Friend's name],"
- **Announce your birthday party:** State that you are having a birthday party to celebrate turning 12.
- **Provide details:**
 - **Date and Time:** Clearly state the date and time of the party.
 - **Location:** Specify the location of the party (e.g., your house, a local park).
 - **Activities:** Mention any planned activities, such as music, games, or food.
- **Extend the invitation:** Clearly invite your friend to attend.
- **End on a positive note:** Express your excitement about the party and look forward to seeing them there.

Example:

Hey [Friend's name],

Guess what?! I'm turning 12 and I'm having a party to celebrate! I'm inviting some friends over to my house on [Date] at [Time]. We'll have some music, play some games, and enjoy some delicious food. I'd love for you to come!

It wouldn't be the same without you.

Hope you can make it!

Best, [Your name]

Vocabulary you can use:

- **To invite:** I'd love for you to come, Would you like to..., Are you free to...
- **To describe the event:** casual, fun, relaxed, festive
- **To express excitement:** I'm really excited about..., I can't wait to...

Remember to:

- Use informal language and contractions.
- Use a variety of sentence structures.
- Check your grammar and spelling.

By practicing writing invitations, you can improve your ability to communicate casually and make plans with friends.