

THEORY:

FORMAL LETTERS OF INVITATION

Characteristics

- 1. Initial greeting:** Dear Mr Smith (Name of the reader of the letter.
- 2. Reasons for writing:** Say what your invitation is for and why.
- 3. Giving information:** Give more details about the event.
- 4. Adding more specific information:** Say what the event will be like
- 5. Closing:** I look forward to hearing from you
- 6. Final greeting:** Best wishes
- 7. Signature:** Name of the writer of the letter

ING-2 ESO A2, 30-03-2020

PRACTICE:

1) Read the text

Dear Mrs Turner,

I'm writing to invite you to the year 11 art show at the Town Hall on Friday 14th June.

The show starts at 5 p.m. and it finishes at 8 p.m.. We have got some talented students and I think you will enjoy it. Tickets are 3 pounds and all the paintings, drawings and cards are for sale. We are going to donate all the money to charity.

Due to parking restrictions in the town centre, we are asking people not to drive. Because of this, we are going to book a shuttle bus to travel between the school and the Town Hall every 15 minutes.

We hope you can come because it will be a great event. Please respond to me on eva.jackson@RHSchool.org by 1st June.

I look forward to hearing from you.

Best wishes,

Eva Jackson

2) Look the unknown vocabulary into a dictionary.

3) Read and answer the questions about Eva's letter.

1. Who is the writer of the letter?
2. Who is the receiver of the letter?
3. What can people buy at the art show?
4. Why is her class having an art show?
5. Why are they going to book a bus ?

4) Look at the examples of because, because of and due to in the letter and choose the correct options to complete the rules (1-3).

1. We use because, because of and due to give a reason for / result of something.
2. After because of and due to , we use a verb / noun or pronoun.
3. We use a clause (subject + verb) after because / because of .

5) In your notebook, correct the mistakes in the sentences.

1. Due money problems, the club will close down.
2. We aren't going out today because the weather.
3. We're holding an event because of we're raising money for charity.

SOLUTIONS:

- 1) It is up to you . So, you must read the text.
- 2) You must look into the dictionary all the words that are unknown to you and write a list with the Spanish meaning in your notebook.
- 3)
 - 1 Eva Jackson
 2. Mrs Turner
 3. paintings, drawings and cards
 4. To raise money for charity
 5. To transport people from the school to the Town Hall
- 4)
 1. reason for
 2. noun or pronoun
 - 3 because
- 5)
 1. Due to ...
 2. ... because of ...
 3. ... because of ...