How to Write an Online Invitation

A1 · Writing · WORKSHEET

Name: _____ Date: _____

1. Identify the invitation detail.

Choose the function of the line.

1. Saturday at 4:00 p.m.
   Choices: time / activity / clothing only

   Answer: _____

2. We're going to see live music.
   Choices: plan / meeting point / person age

   Answer: _____

3. Bring comfortable shoes.
   Choices: instruction / past event / price only

   Answer: _____

2. Plan your invitation.

Write notes before the final text.

1. Event title

2. Date + time + meeting place

3. Three things you are going to do

4. What guests should bring/wear

3. Write the invitation.

Write about 80-110 words. Use contractions and at least two be going to plans.

3. Write the invitation. (continued)

1. Final invitation