Write an Email About Event Plans

B1 · Writing · WORKSHEET

Name: _____ Date: _____

1. Choose the best sentence.

Choose the sentence that fits the part of the email.

1. Opening
   Choices: I’m writing to invite you to a farewell party. / Dear nobody, party. / A party is.
   Answer: _____

2. Details
   Choices: It’s going to be on Friday at 7:00 p.m. at the community center. / It will be a good place for everyone. / It is Friday or place.
   Answer: _____

3. Request
   Choices: Could you bring a dish or a drink? / Bring all or nothing. / Could you bringing a drink?
   Answer: _____

4. Closing
   Choices: I hope to see you there. Best regards, / I hope the party is yesterday. Thanks, / Goodbye party. Name.
   Answer: _____

2. Plan your email.

Write notes before writing.

1. Event, date, time, and place.

2. What you are going to do.

3. What you want guests to do or bring.

3. Write the email.

Write 90-120 words. Use at least two future forms.

3. Write the email. (continued)

1. Final email