



Top Tips for writing

1. Start a sentence with a capital letter.
2. Use capital letters for days of the week.
3. Finish a sentence with a full stop.
4. Finish a question with a question mark.

An invitation

- I. Choose the correct word to complete the sentences.
 1.sent the email.
 - o Jen
 - o Jim
 2. Jen is going surfing with her friends.....
 - At the weekend
 - After school
 3. They are meeting at.....
 - The surf club
 - The beach
 4. Jen thinks the weather will be
 - Bad
 - Good
 5.other people going surfing with Jen.
 - Two
 - Four
 6. They are meeting.....lunch
 - Before
 - After

II. Check your writing: error correction – punctuation.

Rewrite this email and correct the punctuation errors.

1. hi jen (2 mistakes)

.....

2. that sounds great. what time are you meeting. do I need to bring anything.
(5 mistakes)

.....

.....

3. I'm going to get the bus what number is the bus to Fistril Beach.
(3 mistakes)

.....

.....

4. see you on saturday. (2 mistakes)

.....

.....

Jim ☐

III. Discussion

What do you usually do when you meet up with your friends?