

invitation card

receiver / invitee

- *Who is the invitation for?
- *Who is it to?

event

- *What is the event?
- *What kind of an event?

date

- *When is it?
- *When is the event?

Hi Linda,
I'm having a birthday party next Sunday, Sep 27 at my house. Tom and Cindy are going to attend, too. It'll be fun. Would you like to join? My house is near the school, 30 High Street. You can bring some beverages. The party will start at 14.00. Hope you can come.

See you soon ☺

Barbara

inviter / sender

- *Who is the sender?
- *Who invites?
- *Who sent it?

time

- *What time is it?
- *What time does the party start?

place

- *Where is it?
- *Where is the event?

e-mail

receiver / invitee

- *Who is the e-mail for?
- *Who is it to?

To: William

From: Stuart

inviter / sender

- *Who is the sender?
- *Who invites?
- *Who sent it?

Subject: Barbeque Party

Hi William,
I'm having a barbeque party next Saturday at my garden. We'll have lots of fun. It starts at 5 p.m. I hope you can make it.
See you.

event

- *What is the event?
- *What kind of an event?

Stuart