



## WRITING

A formal email/letter

*I can write a formal email/letter of invitation with appropriate register and conventions.*

**1 SPEAKING** Look at the photos on the poster and discuss the questions.

- 1 What are the people doing in each of the photos?
- 2 How important is it for families to spend free time together? Why?
- 3 What places, events and activities are popular with families wanting to spend time together in Poland?

**2 SPEAKING** Look at the poster again and read the information. Discuss the questions.

- If you were to organise such an event at your school,
- when and where would you hold it?
  - what kind of entertainment would you opt for? Why?
  - who would you contact to ask for help?

**3** Read the email written by Julia, one of the students involved in organising Family Day, and answer the questions in your notebook.

- 1 Why is Julia writing?
- 2 Who is Mrs Lund?
- 3 What does Julia want her to do?
- 4 How might Mrs Lund benefit?

**4 SPEAKING** Discuss how the sections in purple could be changed to make the email sound more formal.

*1 The writer should use full forms rather than contractions.*

# FAMILY DAY

Join us for Family Day and have fun while supporting the work of organisations that assist disadvantaged families in our region. Profits from the day will be used to help further their efforts. The event has been proudly conceived and organised by our enterprising final year students and their teachers.

**Brownswood Secondary School**  
**Saturday 21st May**  
**10 a.m. – 4 p.m.**

Entry  
£2 per adult.  
Kids under 12  
free!



To: Mrs Lund

Subject: Family Day

Dear Mrs Lund,

My name is Julia Spritely and <sup>1</sup>I'm a student at Brownswood Secondary School, in Lancaster. I am <sup>2</sup>getting in touch on behalf of my classmates and our teachers to inform you that we are <sup>3</sup>putting together a charity event at the school and to ask if <sup>4</sup>you'd like to help us with our plans.

We want to <sup>5</sup>sort of provide a fun day out for local families and at the same time to tell people more about the troubles of the disadvantaged living in the city, and of the charitable work undertaken by organisations such as the one you represent.

<sup>6</sup>We've got our fingers crossed that Family Day will attract <sup>7</sup>loads of visitors and that the money raised will be used to help families in need deal with problems caused by low income, illness and disability.

<sup>8</sup>Anyway, as you are a local MP and the chairperson of the charity Families First, we would be happy if you would think about being our guest of honour on the day. <sup>9</sup>Do you want to help us? We would appreciate it if you could give a short talk during our opening ceremony. <sup>10</sup>Actually, we would also like you to be there throughout the day and would like to invite you to come with your own family and enjoy the fun.

If you are willing to be involved in the day, <sup>11</sup>that would be awesome and we would happily donate all our proceeds to Families First. <sup>12</sup>It sounds like a good deal, doesn't it?

Yours sincerely,

Julia Spritely