



Purpose

To persuade the reader to attend an event and provide clear information on the correct time, place and manner.



English writing genres

Invitations UKS2



Useful words and phrases

Polite directives:

I am having a party because
I'm looking forward to
It will be
It finishes at
It starts at
It will take place at
Please come to

Time connectives:

After that,
After wards,
At about
At the end of the afternoon,
At the end of the evening,
Finally,
First of all,
Following that,
Later,
Next, we will
Soon after that,

Additional language features

More advanced language constructions:

At two o'clock there will be
Don't forget to
During the afternoon, we will be
If it's okay with you
If you can remember to
If you would like, you can
I expect that
I hope that you will
I would like to invite you to
It would be good if
It is anticipated that we will finish at
around
The thing that I am looking forward
to most is

Features of invitations

- Clear relaying of essential information about the event.
- A clear sequence and structure of information ideas and events.
- Short, simple statements or questions used throughout.
- Attempt to persuade the recipient (reader) to accept the invitation.
- Often requires an RSVP (please respond) at the end.