

Writing skills practice: An invitation letter – letter
Exam question

Write a letter to your friend who lives in another country. In your letter:

- invite him/her to a public event in your country
- describe the public event
- explain about other plans you have for your friend when he/she will visit.

Write at least 150 words.

Dear Malika,

[1] How are you? I saw you posted some amazing photos of the coastline near your hometown. You're really getting into your photography! Right now I'm taking a break from social media to write you an old-fashioned email.

[2] Remember you said you'd like to come over to the UK sometime this year? Well, I was thinking that this year you might like to come to the Edinburgh Festival with me in August. I've got an aunt with a flat in the city centre who could put us up.

[3] Do you know much about the festival? It's legendary – the biggest, most cosmopolitan arts festival in the world! There are loads of things going on – art exhibitions, concerts of all kinds, modern dance, a book festival, comedy. The thing it's most famous for is cutting-edge theatre. Companies come from all over the world and perform in their own language with English subtitles. At festival time the city has a really cool vibe and a laid-back atmosphere – it's lovely to just hang out and chat to people.

[4] In Scotland you have the best of both worlds: culture and wilderness. After the festival, we could hire a car and go up to some of the islands off the west coast, like Skye. The weather can be changeable in August, but the landscape is absolutely stunning, with deserted beaches and rocky mountains. It's the perfect place for you to take photos. Afterwards, we could head back to the east coast and visit my friend Rob in St Andrews. It's really pretty and Rob's great company. You'd get on well with him.

[5] So, why don't you have a think about it and then get back to me? Take your time, there's no rush.

Speak to you soon,

Sophie

Top Tips for writing

1. Pay attention to the question and instructions. They will tell you the text type, what to write about and how many words to write.
2. Cover all three points mentioned in the question. Make one paragraph per point.
3. Include some small talk (social chat) at the beginning.
4. Use the right style: formal, informal or neutral. In this example, an informal style is appropriate.
5. Include varied and complex vocabulary and grammar to demonstrate your language level to the examiners.