

Letter will be informal. Invent your friends' names

Remember to say 'thank you'

Invent a reason

Include a direct invitation

Last month you had a holiday overseas where you stayed with some friends. They have just sent you some photos of your holiday.

Write a letter to your friends. In your letter

- thank them for the photos and for the holiday
- explain why you didn't write earlier
- invite them to come and stay with you

Dear John and Jane,

I hope this letter finds you well. I'm just writing to thank you both for the holiday and for the photos you sent.

The photos arrived this morning in the post. They reminded me what a great time I had during my stay with you last month. You really were fantastic hosts, and I couldn't have asked for better guides to show me around.

Sorry I didn't write to you earlier, but I've been working flat out since the moment I arrived home. Do you remember I told you I had an assignment to finish? Well, the deadline was two weeks earlier than I thought it was!

Anyway, I'm back to normal now and I've handed in all of my assignments. In fact, now that I'm free, why don't you both come and stay? There's a spare room here, so you're welcome to use it whenever you like.

Hope to see you soon,

Peter

(158 words)

Analysis task:

- Is the 'tone' of the letter appropriate? In other words, is it written in an informal style? Can you find examples of style / tone?
- Is the purpose of the letter clear? Are all of the points covered?
- Is the letter well-organised? Are the points developed in a logical way? Can you find any examples of linking or referencing?
- Can you find examples of good, relevant vocabulary? Is the vocabulary appropriate for an informal letter?
- Are there any grammar mistakes?