

## Informal letter - 4G

### Situation

You are studying English at a private language school attended by many international students. You are planning a surprise birthday party for a friend who has been feeling particularly sad and homesick. Write to another classmate and invite him / her to the party. In your letter:

- ask how the person you are writing to is doing
- explain the reason for the party
- explain it's a theme-party (make up a theme yourself)
- give the date and time of the party
- give the location of the party
- suggest what the classmate could bring to the party
- tell that you are looking forward to the party and explain what you hope the party will be like
- come up with a good ending

### Let op

- Let erop dat je de brief volgens de structuur van de persoonlijke brief schrijft, dus begin met je eigen adres, sla regels over, dan de datum, aanhef, inhoud, afsluiting en groet etc.
- Denk eraan dat afkorten mag, maar dan moet je het wel altijd doen (of altijd voluit schrijven dus)
- Denk aan hoofdletters (**I**), punten, komma's, vraagtekens etc.
- De brief moet tussen de **150-200 woorden** zijn