

ENGLISH 3AC · SEMESTER 2

An invitation and reply: English 3AC writing

Write an invitation and a complete reply in English 3AC. Use a polite opening, clear event details and a suitable ending with illustrated practice.

Key points

- Give the event, day, time and place.
- Use Would you like to...? for a polite invitation.
- A reply thanks the sender and gives a clear answer.

Learning goals

- Write a complete school-event invitation.
- Include the information a guest needs.
- Write a reply that clearly accepts or declines.

How do I write an invitation message?

Begin with a greeting, invite the reader and give the practical details. Say what will happen and whether the guest needs to bring anything. Ask for an answer if it helps with planning. Finish with a suitable closing and the sender's name.

Practice task: Invite a classmate to a school science exhibition, then write a short acceptance. Use an imagined event and clear school details. The complete examples below include an opening, body and ending.



Use the event objects to plan the message, then add the missing day, time and place in words.

Which expressions fit an invitation?

Would you like to come to...? is polite and clear. The exhibition is on Friday at two o'clock gives the day and time. Use in the school library for the place. Please let me know by Wednesday asks for an answer before a useful deadline.

An invitation is not complete if the guest cannot find the event. Check each practical detail. Do not add private telephone numbers or home addresses to this classroom example. A school venue is enough.

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A COMPLETE INVITATION

Each part helps the guest understand and answer.

1 Opening
Hello Nabil. Would you like to come...?

↓

2 Details
Event, day, time, place and activity

↓

3 Ending
Please reply by Wednesday. Best wishes.

Read the examples. Explain the pattern. Make your own sentence.

Each part helps the guest understand and answer.

How should the reply answer the invitation?

An acceptance can say Thank you for inviting me. I'd be happy to come. Confirm the event or time if useful. A refusal can say I'm sorry I can't come and give a short reason. In both cases, keep the greeting and closing suitable for a classmate. Read the reply against the invitation to make sure the details match.

Complete original writing model

Complete models: an invitation and an acceptance

INVITATION. Hello Nabil, Would you like to come to our school science exhibition on Friday at two o'clock? It will take place in the school library. Our class will show simple inventions made from reused materials. You can try the small windmill and ask us questions about the models. You do not need to bring anything. Please let me know by Wednesday if you can come. I hope to see you there. Best wishes, Sami. REPLY. Hello Sami, Thank you for inviting me to the science exhibition. I'd be happy to come on Friday at two. I am interested in the windmill project. See you in the library. Best wishes, Nabil.

- The invitation gives event, day, time, place and a reply deadline.
- The body explains what the guest can do.
- The acceptance thanks Sami and confirms the event details.

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WRITE A MATCHING REPLY

The reply must answer the event in the invitation.

1 Thank
Thank you for inviting me.



2 Answer
I'd be happy to come on Friday.



3 Close
See you in the library. Best wishes.

Read the examples. Explain the pattern. Make your own sentence.

The reply must answer the event in the invitation.

How should I use this English 3AC lesson?

- Try the exercises before reading the answers.
- Explain a correction in your own words.
- Return to the examples when two structures look similar.

Exercises: try before reading the answers**1. Missing information**

An invitation gives Friday and the school library but no hour. What is missing?

2. A polite pattern

Complete: Would you like _____ come to our exhibition?

3. Write a refusal

Decline because you have a family visit that afternoon.

4. Your invitation and reply

Write a complete invitation for a school activity and a matching reply.

Answers and explanations

1. Missing information

The starting time is missing. Add an exact time such as at two o'clock.

2. A polite pattern

To. Use Would you like to + base verb.

3. Write a refusal

Hello Sami, thank you for inviting me. I'm sorry I can't come because I have a family visit on Friday afternoon. I hope the exhibition goes well. Best wishes, Nabil.

4. Your invitation and reply

Check both greetings and endings. The invitation needs event, day, time and place; the reply must thank the sender and clearly accept or decline. Use the full models as a structure, not as text to copy unchanged.

Frequently asked questions

How do I write an invitation in English 3AC?

Use a greeting, invite the reader, give event details, ask for a reply if needed and close with your name.

Does the writing PDF include a complete invitation?

Yes. The lesson includes a complete invitation and a complete acceptance, with greetings, event details and closings.

How do I write a polite refusal?

Thank the sender, say you cannot come and add a brief reason or good wish.

Revision resource: follow the units, instructions and pace set by your teacher.

[Read the full lesson and practise on MATHFJIB.](#)