

Lesson Plan:

Writing an informal invitation email

LEVEL	TIME	TOPIC
Beginner-Intermediate (A2/B1)	60 minutes	Writing an informal invitation email

Objectives

By the end of the lesson, students will be able to write a friendly email with event, time, place, and reply request. They will also use the target phrases to ask a relevant question and confirm the key information.

Materials

Whiteboard, pens, and paper. Copy or display the supplied model and practice details; hide partner-only details until checking. All sample data are fictional.

Warm-Up Activity (8 minutes)

Activity: Ask which line tells the recipient when to reply.

Presentation (15 minutes)

Model subject line, greeting, clear details, and a friendly closing. Keep tone appropriate for a friend.

Language support: invitation, venue, RSVP; Would you like to...? Let me know by... Include purpose, date, time, and place.

Worked model / source: Hi Ana, Would you like to come to our game night on Friday, June 12, at 6:00? We'll meet at my apartment, 24 Oak Street. Bring a favorite game if you like. Please let me know by Wednesday. Hope you can come! Sam

Guided Practice (15 minutes)

Activity: Compare model with Come to game night Friday. Add missing time, location, and reply deadline using the supplied details.

Suggested answers / teacher notes: Required additions: 6:00, 24 Oak Street, Wednesday. Bringing a game is optional, not a condition of attending.

Procedure: Complete the first item together. Partners attempt the remaining items before seeing the notes. Ask them to explain a correction, then rehearse the corrected version.

Independent Practice (17 minutes)

Task: Write a 60-80-word email inviting a fictional friend to a picnic Saturday at noon in Riverside Park. Rain alternative: Sunday. Request a reply by Thursday.

Success check: Check purpose, usable event details, friendly tone, and response request. Distinguish optional suggestions from essential instructions.

Support and challenge: Allow learners to rehearse with the language support visible, then try without it. Confident learners add one related question or change one detail; their partner must respond accurately.

Wrap-Up / Review (5 minutes)

Review: Read a new invitation and ask for its time, place, and event.

Ask learners to explain their response using the model or practice material. Revisit one shared difficulty before collecting the final work.

Homework (Optional)

Revise the email using a partner's questions.

Follow-up: Use the supplied model as a reference. Bring the response back for a brief partner check against the lesson objective; correct one detail or language choice before submitting it.