



3055 BA SANGAM COLLEGE
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LESSON NOTES

School: Ba Sangam College

Year/Level: 9

Name: _____

Subject: English

Worksheet27

Year: _____

Strand	Writing and shaping
Sub Strand	Text Types: media, everyday communication, literary texts.
Content Learning Outcome	Investigate and apply specific purposes for various writing texts to demonstrate effective writing skills.

Formal Letter Writing: Letter of Invitation

A letter of invitation is a request for the presence of an individual, or group of people or an organisation to attend an event, a ceremony, or a function.

Sample plan

Your name is Jovesi Ratu or Siya Singh. You are the Head Boy or Head Girl of Wonder High School, P.O. Box 159, Ba. Your school is creating awareness on 'fire' as it is the calendared theme for the school week. As such, you are required to write a letter to: The Secretary, National Fire Authority, Ba, inviting him to be the guest speaker for the day. The theme for the campaign is "Be Cautious, Prevent Fire". In your letter, mention the following:

- i. the purpose of your letter;
- ii. your reason for inviting him;
- iii. the plan or programme for the day; and
- iv. any other necessary information.

PLAN

Paragraph 1 :Purpose of the letter

To invite the Secretary to Fire Awareness Campaign

Paragraph 2 :Reason for awareness

To educate students on ways to prevent fires

Paragraph 3 :Plan/ Programme

Date- 10 April 2019

Time- 9 a.m.

Venue- School

Activities- role plays, speeches, poem recitation, video clips

Paragraph 4 :Assistance

Give a speech

Arrange for a fire drill team

Paragraph 5 :**Necessary information**

Contact person and contact address/ phone number

Paragraph 6 :**Conclusion**

Activity

(10 marks)

P O Box 159

Ba

20th March 2019

The Secretary

Ba

Dear Sir/ Madam

Re: Invitation to a Fire Awareness Campaign

We are pleased to _____ you to Fire Awareness Campaign which will be held at our school to raise _____ among the students on ways to prevent house fire.

This awareness campaign aims to enlighten students on preventive measures they can take to avoid damage to their properties as well as safety of their own lives from house fires.

As such, the school has decided to hold the awareness campaign on ____ May, 2019 at our _____, from _____. There will be some role plays, speeches, and poetry recitation by the students. A video clip will also be _____ to the students showing the consequences of house fires.

It would be appreciated if you could deliver a _____ to the students on the theme “Be Cautious, Prevent Fires”. We will also appreciate if you can arrange for a team to present a fire drill for the students.

We sincerely hope that the date and the time that we have mentioned is suitable to your schedule. If not, perhaps you can suggest an alternative date and time. You can _____ the school on mobile 9003540 for any enquiries. We look forward to a positive confirmation.

Yours faithfully

Siya Singh

Siya Singh