

VOCABULARY

WORKSHEET



Vocabulary worksheet

WORKSHEET 12 – COMMUNICATION

Exercise 1 – Match the communication verbs

- | | |
|------------|--|
| 1. reply | a. send something you received to another person |
| 2. forward | b. get something that someone sends you |
| 3. receive | c. ask someone to come to an event |
| 4. invite | d. answer a message |
| 5. remind | e. help someone remember something |

Exercise 2 – Complete the email

Use: Hi – invite – tomorrow – reply – regards

_____ Alex,

I'd like to _____ you to my birthday party. It's _____ at 6 p.m.

Please _____ and let me know if you can come.

Best _____,

Sam

Exercise 3 – Correct the mistakes

1. Please reply me soon.
2. I want invite you to my party.
3. Did you received my message?
4. Can you remind me the meeting?
5. I forwarded the email to she.



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Exercise 4 – Choose the correct word

Did you _____ my email?

- a) receive b) invite

Please _____ to my message when you have time.

- a) reply b) remind

Can you _____ me about the meeting tomorrow?

- a) remind b) receive

I'll _____ the invitation to my friends.

- a) forward b) answer

I'd like to _____ you to dinner.

- a) invite b) delete

Exercise 5 – Writing

Write a short message to a friend.

Include:

a greeting

a reason for writing

a question

an invitation or suggestion

a closing expression

Example:

Hi Alex, I'm going to the cinema on Saturday. Would you like to come with me? ...

