To: allstaff@company.com
From: Mia Thompson
Subject: Office Party Invitation
Dear Team,
You are invited to our office party on Friday, December 8th. It will start at 6 p.m. at the Sunset Lounge. The theme is "Tropical Paradise," so wear your favorite summer clothes!
We will have music, dancing, and fun games. There will also be a buffet dinner with drinks from 6 p.m. to 10 p.m.
Please RSVP by December 1st. Let us know if you need a vegetarian meal or have any food allergies.
We are excited to celebrate with everyone. Hope to see you there!
Best regards,
Mia Thompson
Event Organizer

### True or False?

###### **The office party is on December 8th.**

True False

###### **The theme of the party is 'Winter Wonderland.'**

True False

###### **The party will be held at the Sunset Lounge.**

True False

###### **Guests need to RSVP by December 10th.**

True False

###### **The buffet dinner will be available from 6 p.m. to 10 p.m.**

True False

###### **Mia Thompson is the manager of the company.**

True False