



Correspondence Bites

Vocabulary Bites

*Host

The person who organizes an event and invites others.

Example:

Zara is hosting a birthday party this Saturday.

*Guest

A person who is invited to an event.

Example:

Each guest will receive a small gift.

*Venue

The place where an event is held.

Example:

The wedding venue is a beautiful garden.

*RSVP

Please let the host know whether you will attend.

Example:

Please RSVP by May 15.

*Looking forward to...

A common expression used to end invitations and emails.

Example:

We look forward to celebrating with you.

Grammar Bite:

look forward to + noun / verb + -ing



- I look forward to **seeing** you.
- We look forward to **celebrating** together.

***Celebrate**

To do something special for an important occasion.

Examples:

celebrate a birthday
celebrate a wedding
celebrate a graduation
celebrate an anniversary

***Join us**

A polite way to invite someone to attend an event.

Example: Please join us for dinner.

***Accept an invitation**

To say "yes."

***Decline an invitation**

To politely say "no."

