Business communication | Inviting, accepting and declining

1 ▶ 6.9 Listen and match the invitations to the conversations.

play tennis   *have dinner*

Conversation 1: _____

Conversation 2: _____

2 ▶ 6.9 Listen again. Match 1–9 to a–i.

1	Do you like ___	a	... be nice.
2	Would you like ___	b	... Mexican food?
3	That would ___	c	... play tennis after work?
4	I'm afraid I'm ___	d	... to have dinner?
5	Is six thirty ___	e	... OK?
6	Do you want to ___	f	... I can't today.
7	I'd love to, but ___	g	... great.
8	See you ___	h	... on Thursday.
9	That'd be ___	i	... busy at six.

**3** ▶ 6.10 Tick (✓) the correct answer to the questions. Listen and check.

1 Would you like to play tennis?
   a Yes, I'd like tennis.
   b Yes, that'd be great.

2 Do you want to play on Friday?
   a I'd love to, but I can't.
   b I'd love to, but I don't.

3 What day can you play?
   a Sorry, I can't.
   b On Thursday.

4 Is six OK?
   a I afraid I busy at six. Is six thirty OK?
   b I'm afraid I'm busy at six. Is six thirty OK?

4 Work in pairs. Take turns. Student A, ask the four questions in **3**. Student B, close your book. Answer Student A's questions.

>> For more exercises, go to **Practice file 6** on page 66.

5 Work in pairs. Practise two conversations using the flowchart. Invite the other person to
   • have dinner at a Mexican restaurant at 6.30
   • play tennis after work.
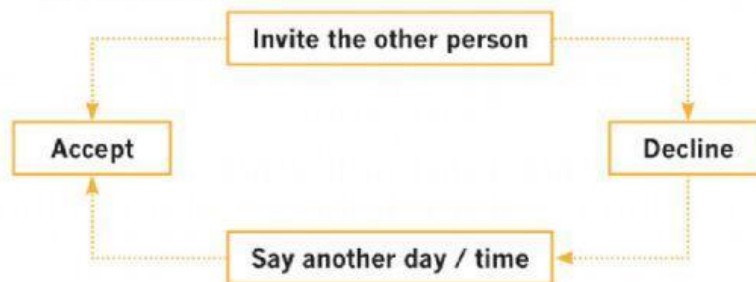
6 Work in pairs. Invite your partner to do something after this lesson.

Example: A *Would you like to get a coffee after the lesson?*
           B *I'm afraid I'm busy.*
           A *Well, do you want to get a coffee later this afternoon?*
           B *What time?*
           A *Is three thirty OK?*
           B *That'd be great. See you at three thirty.*

Key expressions

Inviting
Would you like to have dinner?
Do you want to play tennis after work?

Accepting (saying 'Yes')
Yes, please. That would be nice.
That'd be great. Thanks.
See you on Thursday / at seven / in reception.

Declining (saying 'No')
I'd love to, but I can't (today).
I'm afraid I'm busy (at six).

Saying a day / time
What day can you play?
What time?
Is six thirty OK?