

Invitations

Hi Carl. Free for ☕ this afternoon?
Meet at 3 p.m.?

Yes! But can we meet at 2 p.m?

1 Discuss the questions.

- 1 Do you write invitations to people? When? What type of invitations?
- 2 When do you use a) social media b) emails to write invitations? Which is a) informal b) more formal?

2 Read the messages from Carl Becker and his colleagues. What is the invitation? How many people can attend? Complete Carl Becker's last message.

Carl Becker
Hello everyone. Conference is going well. **Do you want to join me** for lunch?

A. Tanaka
Thanks! **I'd love to.** Where? What time?

Elisabeth Fischer
Yes, thanks. Where **do you want to have** lunch?

Pawel P.
Sorry, I'm with some clients at lunchtime.

Carl Becker
How about 1 p.m. in the hotel rooftop restaurant?

A. Tanaka
Yes! Sounds good!

Sakura
Yes, I'll be there. Thanks.

Anne Johnson
Thanks for the invitation, but I'm not free for lunch today.

Carl Becker
OK! I'll book a table for _____ people at _____.

3 Read the email and the two responses. Answer the questions.

- 1 Does Carl know the clients?
- 2 Why are Carl and Danielle going to meet the clients next week?
- 3 What is Carl's invitation?
- 4 Do the clients accept the invitation?

From: Carl Becker
Re: Dinner



Danielle and I **would like to invite** you for dinner at the French restaurant in town.

Would you like to join us on 29 March after our sales presentation? I will send you details soon.

We look forward to meeting you next week.

Best regards,

Carl Becker

Thank you for the invitation. I **would love to join** you for dinner on 29 March.

I look forward to receiving the details.

Best wishes,

Oliver

Thank you very much for the dinner invitation. I am very sorry but I cannot come because I have an evening flight.

I look forward to meeting you on 29 March.

Kind regards,

Emma

Informal invitations

Do you want to join us for dinner?

Saying yes to informal invitations

Thanks! I'd love to.

Yes! Sounds good.

Saying no to informal invitations

Thanks for the invitation, but I'm not free today.

Sorry, but I have other plans.

Sorry, I'm with some clients at lunchtime.

Formal invitations

Would you like to join us for dinner?

Saying yes to formal invitations

Thank you for the invitation. I **would love to join** you for lunch.

Yes, thank you very much for the invitation.

That would be great.

Saying no to formal invitations

Thank you very much for the invitation but I am not available today.

I am very sorry, but I cannot come because I have an evening flight.

I would like to join you but I am with some clients at lunchtime.

4A 5.04 Choose the correct option to complete the sentences. Then listen and check.

- 1 Would you *like* / *want* to join us for dinner? _____
- 2 *Do* / *Would* you want to see the factory? _____
- 3 *Thank* / *Thanks* you very much. That would be nice. _____
- 4 Thanks! *I'd* / *I'll* love to. _____
- 5 I would *like* / *want* to join you, but I have a meeting. _____
- 6 Thanks for the invitation, *and* / *but* I'm not free today. _____
- 7 I am *very* / *much* sorry but I am not available today. _____
- 8 Do you want to join *we* / *us* for coffee? _____

B Which phrases are informal (I) and which are more formal (F)? Write *I* or *F*.



5 Complete the formal emails and informal messages with the words in the box. What are they about?

because invitation (x2) join like love much very want would

The senior managers would ¹ _____ to invite you to ² _____ them for lunch after your meeting next Monday. ³ _____ you like to have a tour of the new factory after lunch?



Thank you very ⁴ _____ for the ⁵ _____. We would ⁶ _____ to join the senior managers for lunch. I am ⁷ _____ sorry but we cannot do a tour of the factory after lunch ⁸ _____ we have another visit in the afternoon.



Carl, do you ⁹ _____ to join us for lunch with the new clients next Monday?

Thanks for the ¹⁰ _____, but I'm out of the office next Monday.

3 Put the words in the correct order to make dialogues.

1 A: you / do / want / us / for coffee / to join / ?

B: good / sounds / yes! / .

2 A: to meet / like / would / for lunch / you / ?

B: but / I / meet / very sorry, / I / today / am / cannot / .

3 A: you / this afternoon / would / like / the offices / to visit / ?

B: but / very much / thank you / this afternoon / I am not available / for the invitation, / .

4 A: to meet / do / the reps / you want / for a coffee / ?

B: love / thanks! / I'd / to / .

4 Complete the questions and sentences with *do*, *would*, *want* or *I'd*.

1 _____ you like to meet for a coffee?

2 _____ you want to go out for dinner?

3 Where _____ you like to meet?

4 _____ love to visit the new offices.

5 That _____ be great.

6 What time do you _____ to finish?

7 _____ like to see the plans.

8 _____ you want to join the team?

1 Read the invitations (1-4) and match them with the responses (a-d).

1 Hello Jess Are you free to meet me for lunch? I have some great news.	3 Would you like to join us for lunch after the meeting on Tuesday? There is a very nice Italian restaurant we would like to take you to. We look forward to meeting you on Tuesday. Kind regards	a Thank you very much for the lunch invitation. I am very sorry, but I cannot come because my train leaves at 2 p.m. I look forward to meeting you on Tuesday. Kind regards
2 Hi Tico Do you want to join us for a drink after work? We're all going to meet at The Crown.	4 Richard and I would like to invite you for dinner in a real Spanish restaurant. Would you like to join us on 17th April after your marketing presentation? I will send you details soon. We look forward to seeing you next month. Best regards	b Sorry, but I have other plans this evening. Have fun!
c Thank you very much for the invitation. I would love to join you for dinner on the 17th. I look forward to receiving the details. Best wishes	d Yes! Lunch sounds good. Where? What time?	

2 Complete the responses to invitations with the words in the box.

be free join plans sorry would

- 1 Thanks, but I'm not _____ for dinner.
- 2 I _____ love to join you for drinks.
- 3 _____, but I'm not free today.
- 4 Yes, I'll _____ there.
- 5 Sorry, but I have other _____.
- 6 I'd like to _____ you, but I'm with clients.

6 Work in groups of four. Write and respond to informal messages with invitations.

Student A

A Write an informal invitation message on social media.
Use the information below.

You met your sales targets last month. Invite your colleagues to dinner tonight to celebrate.

- Include some useful phrases from this lesson.

B Respond to other invitation messages only in social media messages.

Student B

A Write an informal invitation message on social media. Use the information below.

Your department/company is going to move to another town. Invite your colleagues to visit the new location next week.

- Include some useful phrases from this lesson.

B Respond to other invitation messages only in social media messages.

Student C

A Write an informal invitation message on social media. Use the information below.

You got a promotion at work. Invite your colleagues to go for lunch at a restaurant.

- Include some useful phrases from this lesson.

B Respond to other invitation messages only in social media messages.

Student D

A Write an informal invitation message on social media. Use the information below.

It's your birthday. Invite your colleagues to join you for coffee and cake this morning.

- Include some useful phrases from this lesson.

B Respond to other invitation messages only in social media messages.

7 Write a more formal email with an invitation to some clients or visitors to your company. Look at page 118.

A very important client is going to visit your company on Thursday next week. You are organising the visit. Write an email invitation to the client.

- Invite the client to have a tour of the company. *(Include information on the departments or buildings you'd like to show him/her, and what time.)*
- Also invite the client to join you for lunch or dinner on Thursday. *(Include information on where, when and who with.)*

Use more formal phrases in your email.

3 Write a formal and informal invitation. Use the notes below.

Formal email

- Invite your client to dinner after your meeting on Monday
- It's a Thai restaurant near the office
- Say you look forward to seeing your client

Informal text message

- Invite your colleagues at work to join you for a drink
- Say why (for example: you're getting married / you've had a promotion / it's your birthday)

4 Reply to the invitations you wrote in Exercise 3. Use the notes below.

Formal email

- Say thank you for the invitation
- Say 'no'
- You have an early flight that evening
- Say you look forward to meeting him/her on Monday

Informal text message

- Say thanks
- Say you'll be there
- Ask where and what time

/θ/ and /ð/

1 Listen and repeat.

▶ P5.06 /θ/ think thirty through birthday something
monthly Elizabeth south

▶ P5.07 /ð/ then they this these clothes another
together with

th /ð/

anything
author
both
earth
ninth
health
nothing
thank
thing
Thursday
wealthy
with

with nothing
ninth birthday
both methods
third month

th /θ/

although
breathe
clothing
father
mother
rather
this
the
then
they
those
weather

that clothing
this weather
neither brother
mother and father

2A  P5.08 Listen and underline the words you hear.

- | | | |
|---|----------|---------|
| 1 | thing | sing |
| 2 | three | free |
| 3 | mouth | mouse |
| 4 | three | tree |
| 5 | they | day |
| 6 | clothing | closing |

3A P5.10 Listen and complete the sentences. Do you say the missing words with /θ/ or /ð/?

- 1 We would _____ like to thank you for the invitation.
- 2 I have other plans for _____ the tenth.
- 3 Are there any delivery charges _____ the EU?
- 4 Because of the _____ most flights are cancelled this morning.
- 5 We have more than three thousand customers in the _____.
- 6 The Smith _____ opened that clothes shop in 1935.

1A P5.06 Listen and write the words in the correct place in the table.

~~birth~~day clothes everyth~~ing~~ north o~~th~~er thes~~e~~ thi~~n~~k thi~~r~~ty thr~~ough~~
togeth~~er~~ with with~~out~~

 P5.06a /θ/	 P5.06b /ð/
birthday	

B P5.07 Listen and check. Then practise saying the words.

2A P5.08 Listen and complete the words with one or two letters.

- | | | | | |
|-----------|-----------|-----------|----------|---------------|
| 1 ____ree | 3 ____ree | 5 mou____ | 7 ____ey | 9 clo____ing |
| 2 ____ree | 4 ____ing | 6 mou____ | 8 ____ay | 10 clo____ing |

3 P5.09 Listen and repeat.

- | | |
|-----------------------|-----------------------------|
| 1 three things | 6 together for ever |
| 2 free things | 7 the thirtieth birthday |
| 3 these days | 8 through the day |
| 4 other clothes | 9 with or without them |
| 5 everything together | 10 closing a clothing store |