

COMMUNICATION

Writing a party invitation

LEVEL

Intermediate (B1)

NUMBER

EN_B1_2091X

LANGUAGE

English



Learning outcomes

- I can write a well-structured invitation to a party.
- I can respond to an invitation to a party using a range of vocabulary and phrases.

Warm-up

Which of **these activities** do you enjoy doing most with your friends?



Meeting for a walk or a coffee

Watching a film at the cinema

Going out clubbing

Having a dinner party

Read the text messages

Stephanie

Hi Tabitha,
How are you doing? Long time no speak! How's the new flat?
Just dropping you a text, as I'm having a barbecue at mine on Saturday night. Are you free then? If so, would you like to come? Everyone's arriving between 7.30 and 8 and bringing something for the barbecue. Would be great to see you and catch up! - Stephanie



Message



0

Stephanie

Hi Ronald,
How are things? Hope you enjoyed your trip to Portugal and got some downtime.
Are you doing anything on Saturday evening by any chance? I'm having a barbecue at my place with a few other people. Would you like to join? I'd love to see you. Bring some sausages for the barbecue and also a plus one if you feel like it!
Talk soon - Steph



Message



0

1. What kind of party is Stephanie having? When is it taking place?
2. Who is Stephanie close friends with? Tabitha or Ronald?



Look at Stephanie's texts again

Find all the phrases for each category. **Work** in breakout rooms or together as a class.

Ask how the other person is

Ask if they are free or not

Invite the person to her barbecue

Say she wants to see them

Hi Tabitha,
How are you doing? Long time no speak! How's the new flat?
Just dropping you a text, as I'm having a barbecue at mine on Saturday night. Are you free then? If so, would you like to come?
Everyone's arriving between 7.30 and 8 and bringing something for the barbecue. Would be great to see you and catch up!

Hi Ronald,
How are things? Hope you enjoyed your trip to Portugal and got some downtime. Are you doing anything on Saturday evening by any chance? I'm having a barbecue at my place with a few other people. Would you like to join? Would love to see you. Bring some sausages for the barbecue and also a plus one if you feel like it! Talk soon

Writing an invitation

Complete the sentences to form the phrases from the text. How many can you remember?

1

Asking how they
are

2

Asking if they are
free

3

Inviting the
person over

4

Saying you want
to see them

How...

Are...

Would you...

Would...

How...

Are...

Would you...

Would...



Writing the perfect invitation

Real-life language

Just **dropping** you
a text to invite you
to...



Bring a **plus one**
to the barbecue!



Would be great
to **catch up**!



What's another way of
saying **dropping**
someone a text?

Tom is Natasha's **plus
one**. What does this
mean?

Stephanie's **catching
up** with Tabitha. What's
she doing?

Read the replies

Tabitha

Hi Stephanie,
Great to hear from you. The flat is great. I really love living in this part of London. Thanks a lot for the invitation. I'm free on Saturday and would love to come. Do you mind if I bring my boyfriend? He's vegan, so we'll make sure to bring something that he can eat. Looking forward to seeing you and catching up. Best -
Tabitha



Message



Ronald

Hi Stephanie,
Portugal was amazing, thanks! Both Porto and Lisbon are incredibly beautiful. Thanks a lot for thinking of me, but I won't be able to make it on Saturday. My Mum's in town and I bought us tickets for the theatre. Let's meet for a drink during the week, so we can catch up. Have fun on Saturday and don't drink too much! - Ron



Message



1. Who is coming to the barbecue?
2. Who can't come? What reason do they give?

Complete with the missing words

Tabitha

Hi Stephanie,
Great to hear from you. The flat is great. I really love living in this part of London.
_____ a lot for the invitation. I'm free on Saturday and would _____ to come. Do you mind if I bring my boyfriend? He's vegan, so we'll make sure to bring something that he can eat. _____ forward to seeing you and catching up.



Message



Ronald

Hi Stephanie,
Portugal was amazing, thanks! Both Porto and Lisbon are incredibly beautiful. Thanks a lot for thinking of me, but I won't be able to _____ it on Saturday. My Mum's in _____ and I bought us tickets for the theatre. Let's meet for a _____ during the week, so we can catch up. Have fun on Saturday and don't drink too much!



Message



thanks

town

drink

love

looking

make

Thanks a lot the invitation!

Thanks a lot thinking of me!

We can begin our reply to an invitation by saying **thanks**.

Which preposition do we use with the word **thanks**?



Replying to an invitation

Sort the phrases on the left into the **correct category** on the right.

1 Sadly, I won't be able to make it

2 I would love to!

3 Looking forward to seeing you on Saturday!

4 Sounds great. Count me in!

5 Let's meet for a drink during the week!

6 I'm not free then, I'm afraid!

Accepting an invitation

Rejecting an invitation

Saying when you will see them next



**Do you mind if I bring
my boyfriend? He's
vegan.**

Tabitha asks Stephanie this question in her reply.

What do **vegans** not eat?

Write a short invitation

Invite one of your classmates to a party at the weekend. Use the chat function to write to them directly. Follow the structure in the red box to help you.

- Ask them how they are
- Ask if they are free at the weekend
- Invite them to your party
- Say you want to see them

A large sheet of white paper with horizontal blue-lined rows. A blue triangular tab is attached to the top left corner of the page. The page is blank, intended for the user to write their invitation message.

Reply to their invitation

Again, **use the chat function to reply to the invitation** that you just received. Would you like to go to their party or not?

- Say thank you
- Say yes or no to their invitation
- If no, give a reason
- Mention any dietary requirements
- Say when you will see them next

A graphic of a white lined notebook page with a blue binding tab on the left side. There are five horizontal lines for writing.

Time to talk!

Ask a classmate as many of the following questions as you can. What can you find out about them?



- When was the last time you had a dinner party at your house?
- How often do you have dinner parties with friends or family?
- Are there any foods that you avoid eating? Why do you avoid them?
- How easy is it to be vegetarian, vegan or gluten free in your country?
- Are you allergic to anything? Is anyone among your friends or family? Are there any foods or cuisines that they avoid eating?

Let's reflect

- Can you write a well-structured invitation to a party?
- Can you respond to an invitation to a party using a range of vocabulary and phrases?

Your teacher will now make one suggestion for improvement for each student.

End of lesson

Idiom

life and soul of the party

Meaning: To be a very lively and entertaining person at a social occasion.

Example: My friend Sally is the *life and soul of the party*. She makes everyone happy!



Additional practice

Order the sentences



Put the invitation in the correct order. What is the invitation for?

- 1 How are you doing? Long time no speak! How's the new job?
- 2 I'm having some drink with a few other people to celebrate my birthday. Would you like to come?
- 3 Hi Taylor,
- 4 Are you doing anything on Thursday evening by any chance?
- 5 Would be great to see you and catch up.
- Laura



Write a reply to Laura's invitation



Birthday drinks



To: Laura

Hi Laura,

....



Say thank you

Say whether you would like
to join or not

If not, suggest another
time to meet

Fill in the gaps

Complete the sentences using the correct word.

- 1 Are you _____ on Saturday night by any chance? I am having a birthday party at mine.
- 2 Susy and I are meeting some friends at the pub on Thursday. Would you like to _____ us?
- 3 You can bring some sausages and a _____ if you want.
- 4 Hi Reese! Long time no _____. How are you?
- 5 Let's meet for some drinks. It _____ be great to see you and catch up after so long.

join
would
free
plus one
speak



How about you?

Choose two of the questions. Ask a classmate.



How do you invite people to an event? Do you text or call them?

What was the last event somebody invited you to?

Do you always give an excuse when rejecting invitations?

When was the last time you rejected an invitation? What did you say?

Answer key

- P.4:** 1. Stephanie is having a barbecue and it's taking place on Saturday evening.
2. Stephanie is closer friends with Ronald.
- P.5:** **Ask how the person is:** How are things?; How are you doing?
Ask if they are free: Are you free then?; Are you doing anything on ... by any chance?
Invite to her barbecue: Would you like come?; Would you like to join?
Say she wants to see them: Would be great to see you; Would love to see you
- P.8:** 1. Tabitha is coming to the barbecue.
2. Ronald is not coming, as his mother is visiting him.
- P.9:** Thanks, love, looking; make, town, drink
- P.11:** **Accepting:** I would love to; Sounds great. Count me in!
Rejecting: Sadly, I won't be able to make it; I'm not free then, I'm afraid
Saying when...: Looking forward to seeing you on Saturday; Let's meet for a drink during the week.
- P.19:** 3, 1, 4, 2, 5

Answer key

P.21:

1. free
2. join
3. plus one
4. speak
5. would

Summary

- **How to structure an invitation to a party:**

1. Asking how the person is
2. Asking if the person is free or not on a certain day
3. Invite them to the party
4. Say you want to see them

- **Asking how the person is:**
- **Asking if they are free:**
- **Inviting them to an event:**
- **Saying you want to see them:**

How are things?; How are you doing?

Are you free on...?; Are you doing anything on... by any chance?

Would you like to come?; Would you like to join us?

Would be great to see you!; Would love to see you!

- **Accepting an invitation:**
- **Rejecting an invitation**

I would love to!; Sounds great. Count me in!

Sadly, I won't be able to make it.; I'm not free then, I'm afraid.

- We use the preposition **for** after **thanks** or **thank you**: e.g. *Thank you **for** the invitation!*
- If we follow **thanks for** with a verb, we use the **-ing form**. e.g. *Thanks for **inviting** me to your party!*
- We also use the **-ing form** after the phrase **looking forward to**: e.g. *Looking forward to **seeing** you!*

Vocabulary

How are things?

How are you doing?

Are you free?

Would you like to join?

Are you doing anything on Saturday evening?

by any chance

Would be great to see you!

Would love to see you!

to bring a plus one

to drop someone a text

to catch up

Sounds great. Count me in!

I won't be able to make it!

I'm not free then, I'm afraid!

Looking forward to seeing you!

Let's meet for a drink during the week!

vegan

dietary restrictions

Notes