



# Invitations

Business > Intermediate 6



## Exercise 1 – Reading

*Read the dialogue aloud with your tutor and check your understanding.*

**Mr. Smith:** Good morning, may I speak to Ms. Jackson?

**Ms. Jackson:** Yes, speaking.

**Mr. Smith:** Hello, Ms. Jackson, this is Mr. Smith from Smith Leather Company.

**Ms. Jackson:** Oh, hello, Mr. Smith. What can I do for you?

**Mr. Smith:** I was wondering if you would like to join me for lunch next week. I know a good French restaurant and it would be a good opportunity to talk informally about our next project.

**Ms. Jackson:** Oh, thank you for inviting me, I'd be glad to come. When would you like to meet?

**Mr. Smith:** How about Tuesday? Let's say, 1 pm?

**Ms. Jackson:** Hmm, I'm afraid I can't make it on Tuesday, I have another engagement on that day.



**Mr. Smith:** Okay, so what would be a good time for you?

**Ms. Jackson:** Perhaps Thursday, 1 pm?

**Mr. Smith:** That sounds good. Shall we meet at the restaurant?

**Ms. Jackson:** Yes, that would be good.

**Mr. Smith:** Okay, I'll email you the name and address after I make a reservation.

**Ms. Jackson:** All right, and once again, thank you for the invitation!



### **Check your understanding:**

1. Why did Mr. Smith invite Ms. Jackson to lunch?
2. When and where will they meet for lunch?
3. How will Ms. Jackson find the restaurant?



## Exercise 2 – Learning

### Inviting Someone

- I would like to invite you to...
- If you have time, I'd like to invite you to...
- Would you like to join us for lunch on Friday?
- Would you care to join us for lunch?
- I was wondering if you would like to...
- We'd be pleased to have you as our guest.

### Accepting an Invitation

- I'd be glad to join you.
- I'd be delighted to come.
- It would be my pleasure.
- Thank you for inviting me.
- That's very kind of you.



## **Refusing an Invitation**

- I'm afraid I will not be able to attend...
- I'm afraid I can't make it on Friday.
- I'm terribly sorry, but I already have plans for that evening.
- I'd love to, but I'm afraid I have other plans.
- Unfortunately, I have another engagement, but thank you for the invitation.



## Exercise 3 – Role Play

*Take turns with your tutor and act out the scene described below.*

**Scene:** You would like to invite one of your business partners to a presentation about your latest product. Your teacher will act as the business partner and he/she will take you up on your invitation. After that, you will also invite him/her to the company's 20-year anniversary. Your teacher will decline that invitation and will present an excuse.



## Exercise 4 – Discussion

*Discuss the following questions with your tutor.*

1. Have you ever invited someone to a business event?
2. How do you think people should behave at business events?
3. Have you ever attended a memorable business event? If so, what was it like?