

Organising an event

COMMUNICATION

LEVEL	NUMBER	LANGUAGE
Lower-intermediate	EN_BE_2142X	English





Goals

- Can construct sentences agreeing, disagreeing and making suggestions.
- Can engage in conversation about planning an event for my company.



We are organising an **event** on Saturday. We will **invite** the whole company but we have not **decided on** the **venue** just yet.





Preview and warm- up

- In this lesson you will learn **how to organise an event** at your company.



I think we should **organise** going for drinks!



Do you remember these events and locations?





Sentence examples



The event is **off-site** at the **activity centre**.

We are going for some **drinks** at the **bar** in the city centre!



Come to the office tomorrow because the **conference** is **on-site**!

Let's have a **barbecue** or eat at a **restaurant** if the weather is bad.



to plan

to arrange for

When we **plan** an event we first decide **what** to do together and then we **arrange for** some more specific wishes.



He will **plan** the end-of-year meal.
Make sure that he **arranges for** a healthy menu.

to set a date

We use **to set a date** when we decide *when* an event is happening.



I have **set a date** for the Christmas meal, can you keep the 11th December free?

to invite

to attend

We use **to invite** when we decide *who* to ask to come.
We use **to attend** to talk about who is or isn't coming.



He wants **to invite** everyone in the marketing department.



I am free on Monday so I will **attend** the conference.



New words

occasion

A colleague's birthday is the perfect **occasion** to organise a party.

to order

Did you **order** the balloons for the surprise?

to decide on

We **decided on** which venue was best and booked it yesterday.

to expect

Everyone sent a reply so we know who **to expect** at the event.



Sentence examples



I will **plan** the surprise party.

We are going to the bar, I will **arrange**
for a taxi to take us there.



How many people do I need **to expect**? I
will **order** the food in advance.



Sentence examples



We need **to decide on** a location for the conference.

She has **set a date** for the exposition.



I'm free on Friday! What's the **occasion**?

We should **invite** thirty people, I think about twenty will **attend**.





Choose the correct option

1. When you serve food at an event, you need to know how many people to _____, so there is enough for everyone.

a. decide on

b. invite

c. plan

d. expect

2. It's her birthday so we must do something! We need to _____ where to go though.

a. decide on

b. set a date

c. arrange for

d. order

3. We can _____ twenty people, because not all of them will come.

a. attend

b. order

c. invite

d. plan

4. I know where we are going, just not when, so I still need to _____!

a. order

b. set a date

c. decide on

d. arrange for



Planning an event

Imagine you are planning an event. Talk through all of the decisions you are making with a partner.

I am deciding on what to do, drinks?



What's the occasion?

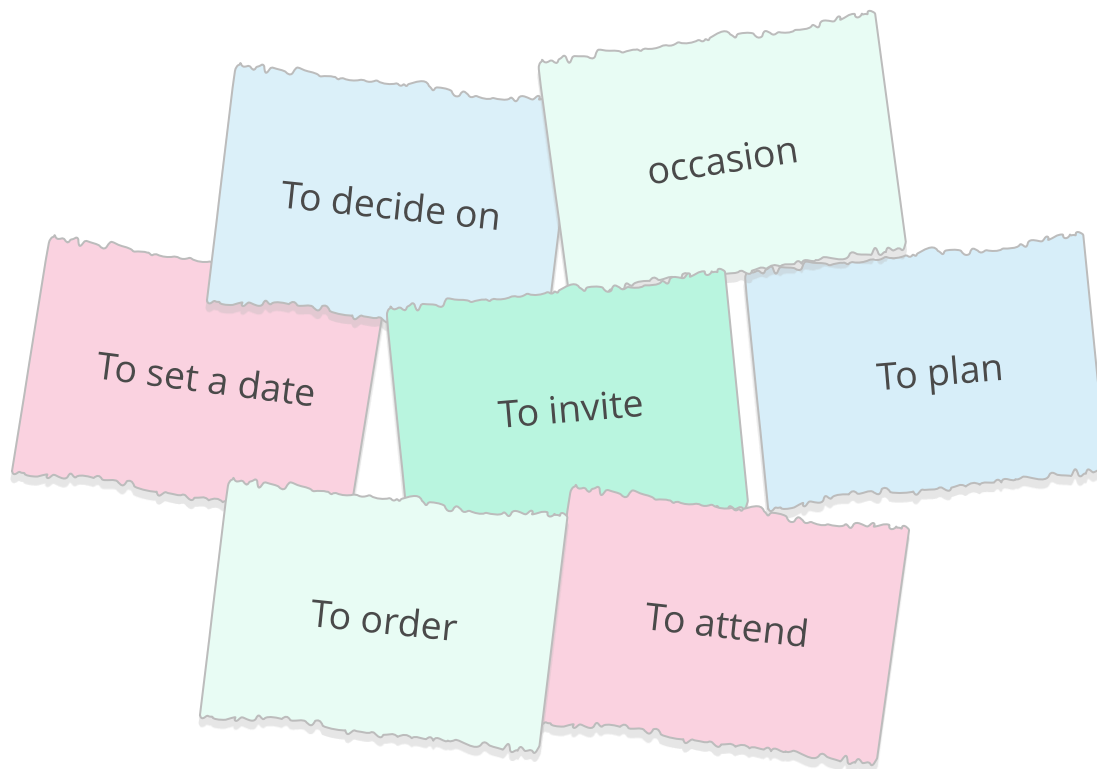
Student A: You are organising the event

Student B: You are asking for details about the event



Using vocabulary

Using the vocabulary below, write a short text summarising the event you organised with the other students on the previous slide.



When *exactly*?

When we talk about **when** an event is happening more exactly, we usually specify a **date, day or time**.

Which **prepositions** do we use in each case?

Look at the example below:



We're meeting for drinks **at** 7 o'clock **on** Saturday.

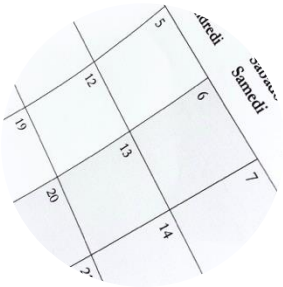


Sentence examples



Who else is going? I can come **on** Friday.

The conference starts **in** fifteen minutes!



There is an exposition **at** the weekend.
Are you free?



Complete the sentences

Use the correct time prepositions and vocabulary to complete the sentences, organising when an event is happening.

1. The dinner with the new clients is _____ Friday.
2. Can you _____ the manager too? He will attend if you ask him.
3. I'll meet you at the bar _____ six o'clock?
4. I can meet you on Friday, what is the _____?
5. He will be at the activity centre _____ thirty minutes.



Describe the pictures

Use the pictures to plan an event with a colleague. Remember to describe what it is, why it is taking place when it is happening and who is invited.





Imagine you are...

... organising an event for your company!

- You have been chosen to plan an event for your boss

- Talk through your ideas with an imaginary colleague



- For example, it could be your manager's birthday and you are in charge of deciding on what to do and when to do it!



Where *exactly*?

When we talk about **where** an event is happening more exactly, we can use a variety of **prepositions** and **adverbs of place**.

Which ones can you remember?



The event is **at** the conference centre **in** the biggest room.

venue

A venue is the location where the event is taking place.



For the conference **venue** we need to choose between the castle and the convention centre.

catering

Catering is when food is provided at an event.



The **catering** was such great quality, I really loved the sandwiches.

facilities

Facilities is a word to describe a place and what equipment is there.



There are no cooking **facilities**, so we will need to order catering.



Sentence examples



There are cooking **facilities in** the conference centre but not the park.

We will stay **at** the venue afterwards and have drinks there.



Catering said if the weather is bad we can move the picnic **inside**.



Complete the sentences

1. This venue can...

a. in a large hall

2. The catering service...

b. outside the conference centre

3. The facilities are...

c. hold up to 1,000 people

4. To find the car park go

d. arrived on time

5. The exposition is taking place...

e. very modern



Create a dialogue to plan an event. Be sure to either agree or disagree using the appropriate phrase in the dialogue.



Agree example

I think we should go the bar.

Disagree example

I disagree, we should go to the restaurant.

Agree

_____, it's not a good idea to eat first.

Disagree

No, _____ we should have a picnic instead.

_____, the weather might be nice.

Agree

The weather is going to be bad, _____.

Disagree

_____, I think we should start at the restaurant after all.

Agree



Use the vocabulary learned to discuss how you would organise these events using when, why, where, who and what!

Dinner

Activity centre

Golf

Drinks



E-mail writing activity

Write a formal e-mail checking with a venue about the event you have organised.

The form is designed to look like a standard email client window. It features a title bar at the top with three buttons: a minus sign for minimizing, a square for maximizing, and a red 'X' for closing. Below the title bar, there are two input fields: one for the recipient's email address labeled 'To:' and one for the email's subject labeled 'Subject:'. The main body of the email is represented by a large rectangular area with several horizontal lines for typing the message content.



Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again



Answer key

Activity 1, p.13
1) D
2) A
3) C
4) B

Activity 2, p.18
1) on
2) invite
3) at
4) occasion
5) in

Activity 3, p. 26
1) C
2) D
3) E
4) B
5) A





Homework matching activity

1. How many people are going to...

a. order

2. How many people are left to...

b. Arrange for

3. We have dietary arrangements we must...

c. invite

4. There is a lot of food that we need...

d. attend

5. What is the...

e. venue

6. I have organised everything but still need to...

f. occasion?

7. Where is the event happening, have you booked a...

g. set a date



Homework writing activity

Write an invitation to your colleagues celebrating the promotion of another colleague. Remember to use what, when, where, why and who!

<input type="radio"/>	<u>We are having a party for our colleague who got a promotion! It</u>
<input type="radio"/>	<u>will happen on Sunday at four o' clock at the restaurant...</u>
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Homework answer key

Activity 1, pp 37
1. D
2. C
3. B
4. A
5. F
6. G
7. E



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