

Organising an event

COMMUNICATION

LEVEL
Beginner

NUMBER
EN_BE_1262X

LANGUAGE
English



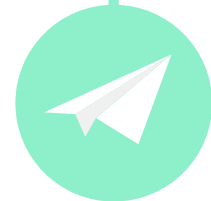


Goals

- Can recognise and understand basic vocabulary related to organising an event including times, dates, days of the week and prepositions
- Can use these words and phrases to have a simple discussion with a colleague about planning an event for your company



We are organising an **event** on Saturday. Oh, but we still need to choose a **venue**.





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!



Vocabulary review

restaurant

barbecue

conference

on-site

bar

off-site

drinks



activity centre



Sentence examples



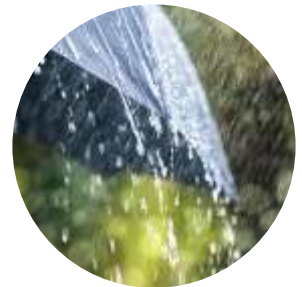
The event is **off-site** at the **activity centre**.

We are going for some **drinks** at a **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's **planning** the meal and **arranging for** a healthy menu.

to set a date

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



Let's **set a date** for the Christmas meal. Is the 20th December okay?

to invite

to attend

We use to **invite** when we decide **who** to ask to come.
Not all of those will **attend** the event though.



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



I can't come on Monday, I'm **attending** a conference.



New words

occasion

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

to order

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

to choose

We need to **choose** a cake for the boss' birthday.

to expect

Can I **expect** to see you at the event?



Sentence examples



I'm **planning** a party for our boss.

We are going to a bar, I will **arrange for**
a taxi to go there.



How many people do I need to **expect**?



Sentence examples



We need to **choose** a location for the conference.

She **sets the dates** for the expositions.



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

We **invited** thirty people, but I think only twenty are **attending**.





Choose the correct option

1. We need to know how many people to _____, so there's enough food.

a. choose

b. invite

c. plan

d. expect

2. It's her birthday so let's do something! You _____ where to go though.

a. choose

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 for the event, just not when, so I still need to _____!

a. order

b. set a date

c. choose

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 choosing what to do, drinks?



What's the occasion?

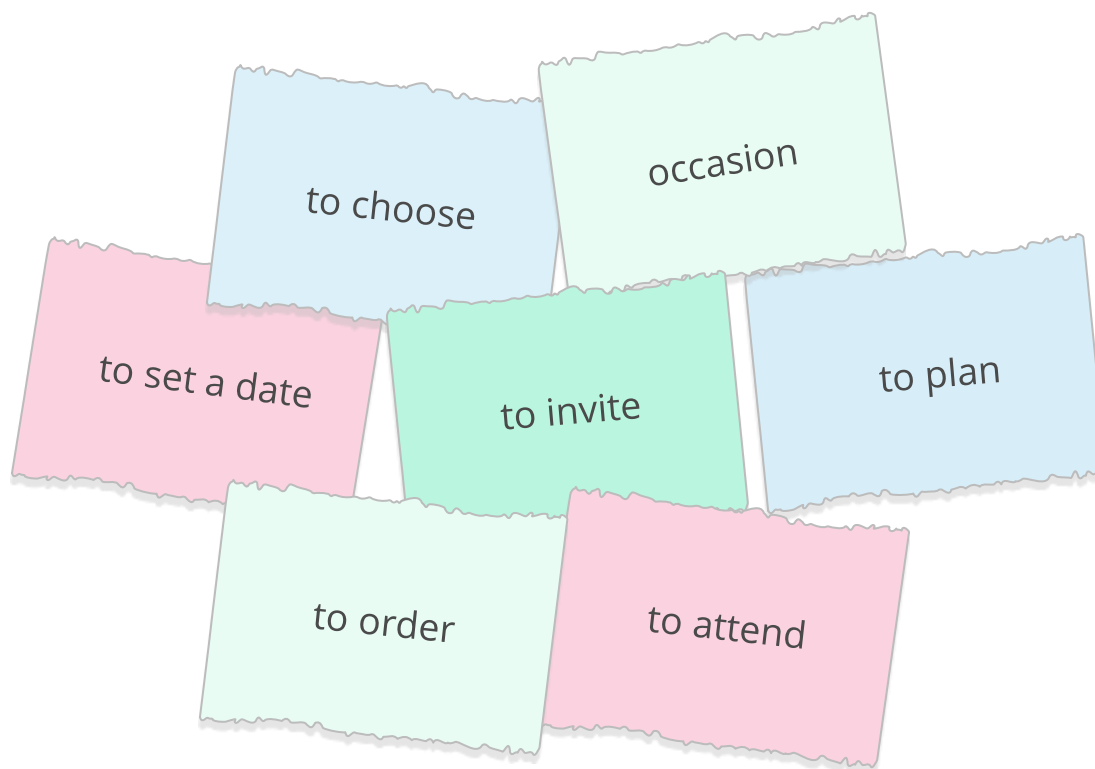
Student A: You are organising the event

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.

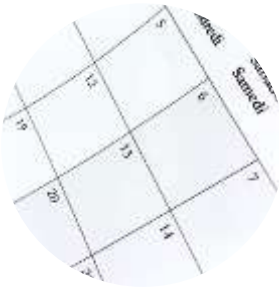


Sentence examples



I can't come **on** Friday.

The conference is **in** fifteen minutes!



There is an exposition **at** the weekend.



Complete the sentences

Use the words below to complete the sentences

at

on

inviting

in

occasion

1. The dinner with those clients is _____ Friday.
2. Are you _____ the manager too? He wants to come!
3. Let's meet at the bar _____ six o'clock!
4. I can meet you on Friday, but remind me, what is the _____?
5. He's arriving at the activity centre _____ thirty minutes.





Describe the pictures

You're planning the two events below with a colleague. Remember to describe what it is, when it is happening and who is invited.





Imagine it is...

... your boss' birthday next week. You are talking to a colleague about what you are planning to do for it. Act out the situation with a classmate.

- Discuss what event you are organising and who to invite
- Remember to also mention a day and time for it!



Where *exactly*?

When we talk about **where** an event is taking place, 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 an event is.



This convention centre is an ideal **venue**.

catering

Catering is what we call food prepared for an event.



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

facilities

Facilities refers to rooms or equipment that people can use.



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



Sentence examples



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

We can stay at the **venue** until 9pm.



The **catering** staff are bringing the food inside.



Complete the sentences

1. This venue is big,...

a. in a large hall.

2. The catering service...

b. outside the conference centre.

3. The facilities are...

c. it holds up to 1,000 people.

4. The car park is...

d. arrived on time.

5. The exposition is...

e. very modern.



A company event planner

**You are an event planner. What are you planning for these groups?
Remember to tell them *when, where* and *why*!**

a small
marketing
department at
Christmas

a team of bosses
that work long
hours

a medium-sized
team that love
being outside

a big team that
does not know
each other well



E-mail writing activity

Write a quick email to one of your clients on p.27. Tell them what you are organising for their event.

The image shows a simplified email composition window. At the top right, there are three window control buttons: a minus sign, a square, and a red 'X' button. Below these are three input fields: a 'To:' field, a 'Subject:' field, and a large text area for the email body. The text area contains several horizontal lines for writing.



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

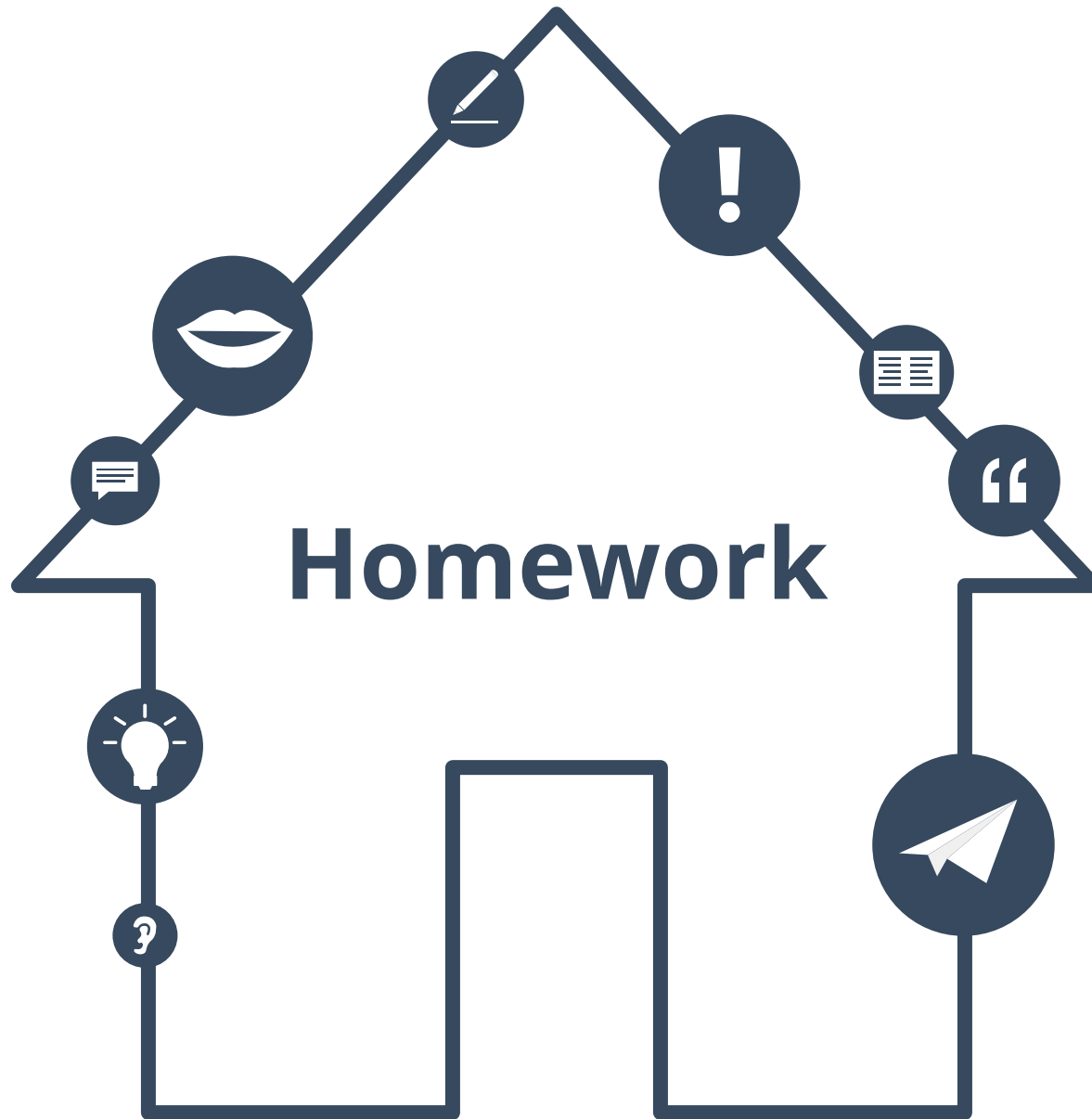


Answer key

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

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

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





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!

○	We are having a party for our colleague who got a promotion! It
○	will happen on Sunday at four o' clock at the restaurant...
○	
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Homework answer key

Exercise 1, p.37

- 1. D
- 2. C
- 3. B
- 4. A
- 5. F
- 6. G
- 7. E



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