

COMMUNICATION

# Writing an invitation

**LEVEL**

Beginner (A1)

**NUMBER**

EN\_A1\_2121X

**LANGUAGE**

English

## Learning outcomes

- I can write a simple invitation.
- I can accept or reject an invitation politely and using simple terms.



We're having a party!  
**Would you like** to come?





We're **throwing a party!**

Another way of saying **having a party** is **throwing a party.**



# Talking about events

- To **invite** someone to an event, you can use the **present continuous**. We use the verb **have** with certain events, like a party.
- Use **at** to talk about the place or time, and **on** to talk about the day.

Subject	Verb	Event Details
She	is having	a party.
We	are celebrating	Christmas.
The party	is	<b>on</b> Tuesday.
The dinner	is	<b>at</b> 7 o'clock <b>on</b> Saturday.



# Talking about events

- Use **at** to talk about the place or time, and **on** to talk about the day.

Subject	Verb	Event Details
The party	is	<b>on</b> Tuesday.
The dinner	is	<b>at</b> 7 o'clock <b>on</b> Saturday.



# Match the sentences

In breakout rooms or together as a class, **match** the sentences.

1 We are having...

2 Could you all...

3 Would you like to...

4 We celebrate...

5 Would...

a go to the party with me?

b a dinner party this Thursday.

c please come at 5 o'clock?

d you like to go?

e holidays every year.



# Fill in the gaps

Fill in the blanks with *at*, *having*, *is* and *on*.



Hi Mary! I'm \_\_\_\_\_ a party this weekend. Would you like to come?

Hi David. That sounds great! When \_\_\_\_\_ it?



It's this weekend. We're meeting at my place \_\_\_\_\_  
Saturday \_\_\_\_\_ 7 o'clock. I hope to see you there.

Great! See you then!





# Writing an invitation

to invite



I **invite** my friends over for dinner every Friday.

invitation



I am sending **invitations** to invite people to my party.

# Writing an invitation

to accept



We **accept** your party invitation. We're coming to the party!

to come over



Would you like to **come over** for coffee?

to decline



I'm sorry, but I have to **decline** your invitation. I can't come to the party.



# Writing an invitation



I am having a dinner party. Would you like to **come over**?

I **invite** my friend to have a drink with me.





# Writing an invitation



I have an **invitation** to a party next week.

Can you **come over** at 4 o'clock on Saturday?



Thank you for **inviting** me!

I'm sorry, but I have **to decline**.





# Unscramble to make a sentence



Thank you

but I

the

come over

for

invitation

on

can't

Saturday.



# Accept or decline?

Is she going to accept or decline a party invitation for that afternoon? Why?





# Inviting someone to an event

- In order to invite someone to an event or party, we use **would** or **could** followed by a verb to be polite.

Statement	Question
Come to our party.	Would you like to come to our party?
Come at 8 o'clock.	Could you come at 8 o'clock?
Go to dinner with me.	Would you like to go to dinner with me?



# Accepting and declining

- There are many ways to **accept** or **decline an invitation**. If you can't go to an event, be sure to **thank** the person for inviting you!

## Accepting

Sure, I would love to.

Sounds great!

I am looking forward to it!

## Declining

Sorry, I'm not able to come.

No, thank you.

I **can't**, but thank you for the invitation.





## Fill in the gaps

We are celebrating my birthday, so I am having a small \_\_\_\_\_.

\_\_\_\_\_ you like to come?

The party is \_\_\_\_\_ Friday at 8 o'clock.

Hope to \_\_\_\_\_ you then!



see

party

on

Would

What are some polite ways to answer an invitation?

## Why not?

I'm not able to  
come.

**Yes, I'd  
love to!**

I don't think  
so.

**No way!**

That sounds  
great!

**No, thank  
you.**

Sorry, I can't make it.

**What is the time and the date?**



# Read the invitation

Dear Carla,

Please join me in celebrating my 25<sup>th</sup> birthday!

The party will be on this Saturday, the 18<sup>th</sup> of May, at 8 o'clock.

We will go for a meal at Giovanni's Italian Restaurant in Main Street and then take the train into the city centre to go bowling.

I would be delighted if you could come. Please let me know if you can make it!

Love, Alex





# Write an invitation

**You're having a birthday party!** Write an invitation to one of your friends.



A large white rectangular area with a blue shadow, containing ten horizontal lines for writing an invitation.



# Casual invitations

Do you want to...?  
Would you like to...?  
How about we...?  
Why don't we...?

- Invitations are **not always formal**, and you will not always write an official invitation when you are arranging to meet someone.
- You may want to invite somebody to a more **casual meeting**, e.g. to have a coffee, to go on a date or simply to take a walk.





# Casual invitations

- If the subject of the invitation is **you** and we are using an **auxiliary** or **modal verb**, then we use the **full infinitive** (with the word **to** included).
- If the subject is **we** then we drop the word **to** and **conjugate the verb** normally.

Do you want...

**to see** a movie?

Would you like...

**to get** something to eat?

How about we...

**go for** a walk?

Why don't we...

**watch** the football match?

We could...

**listen** to some music!



# Inviting someone

**Your cousin has just moved to your town and has no friends.** You want to hang out with her and help her meet people, so you decide to invite her to various things. Use different types of sentences to invite your cousin to...



the cinema

a museum

see the sights

a picnic

a sports event

go swimming

have a coffee

go shopping

a birthday party





# End of the lesson

Idiom

***party pooper***

**Meaning:** a person who doesn't have fun at a party or social activity, and whose negative attitude affects others

**Example:** Oh Tom, c'mon! Don't be such a party pooper. Try to have some fun!



# Additional practice



# Fill in the gaps



- 1 What \_\_\_\_\_ is the party?
- 2 I would love to \_\_\_\_\_ over for dinner.
- 3 \_\_\_\_\_ you please bring a bottle of wine?
- 4 Would you \_\_\_\_\_ to come to my party?
- 5 I'm sorry, but I have to \_\_\_\_\_.

come  
like  
time  
decline  
Could



# Unscramble

to go

Would

like

you

a coffee?

for



celebrating

engagement!

Please

join us

our

in





# Role play

**You have a plan for the weekend and you want to invite your classmates.** Use phrases from the lesson to do so. Can they come?



*Would you like to come to the cinema on Saturday?*

*I'm not sure. What time?*

- Would you like to...
- Could you...
- I'm having...
- I'm sorry, I can't
- Thank you for the invitation
- I'd love to!



# Write a casual invitation

Write a note to a friend inviting them to do something this evening.



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## Answer key

**P.7:** 1) b, 2) c, 3) a, 4) e, 5) d

**P.8:** having, is, on, at

**P.13:** Thank you for the invitation but I can't come over on Saturday.

**P.14:** She will decline because she is ill.

**P.17:** party, would, on, see



# Answer key

**P.27:** 1) time, 2) come, 3) Could, 4) like, 5) decline

**P.28:** Would you like to go for a coffee? Please join us in celebrating our engagement!







# Summary

## Invitations:

- To **invite** someone to an event, you can use the **present continuous**. We use the verb **have** with certain events, like a party.
- Use **at** to talk about the place or time, and **on** to talk about the day.
- *I'm having a party on Saturday.*

## Polite invitations:

- In order to invite someone to an event or party, we use **would** or **could** followed by a verb to be polite.
- *Would you like to come? Could you come at 8?*

## Accepting and declining invitations:

- There are many ways to **accept** or **decline an invitation**. If you can't go to an event, be sure to **thank** the person for inviting you!
- *Sounds great! No, thank you.*

## Casual invitations:

- Invitations are **not always formal**, and you will not always write an official invitation when you are arranging to meet someone.
- For more casual invitations, use phrases like *How about...?* and *Do you want to...?*



# Vocabulary

to invite

invitation

to accept

to come over

to decline

