

Unit 3 Business Meals

Writing
Invitation

Teaching Objectives

01

To know about the occasions and information in an invitation

02

To know about formal and informal invitation

03

Sample

01

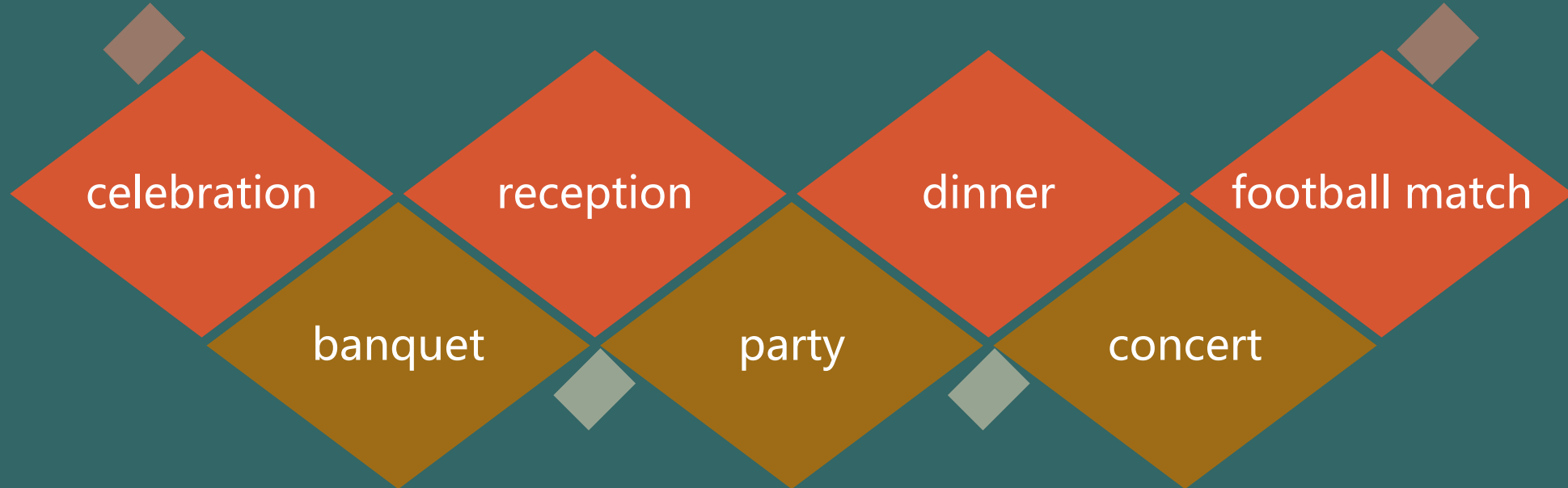
Occasions and Information



1 Occasions



Question 1: On what occasions do people send and receive invitations?



2 Information



Question: What information is usually includes in an invitation



Indicating the appropriate dress

Asking for a response by a specific date

Formal & Informal Invitation

02



1 Formal Invitation



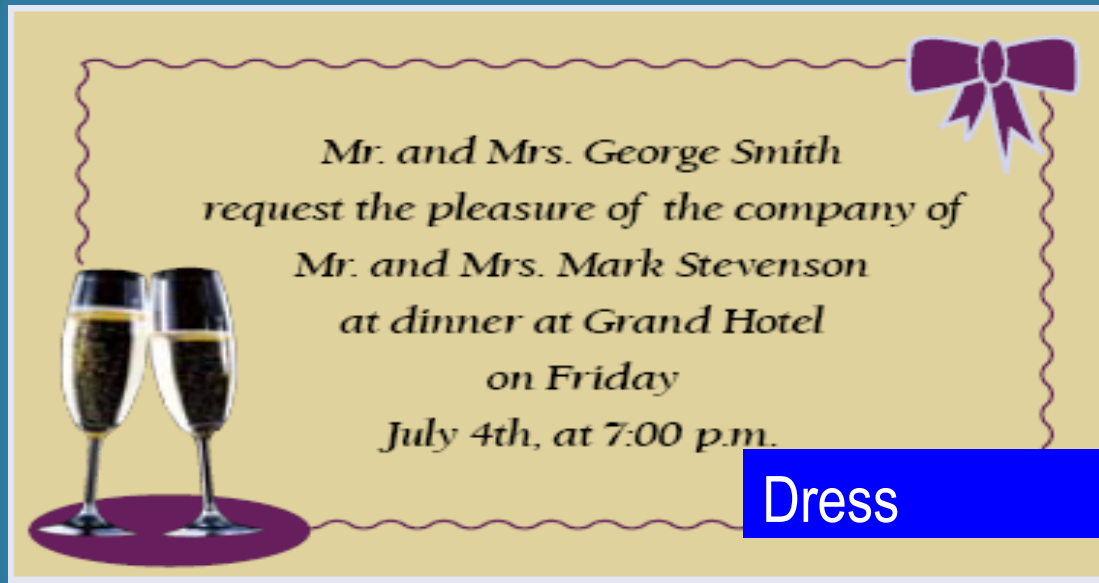
hosts' name

guests' name

Occasion & Place

Date & Time

1 Formal Invitation



Dress

Please reply.
(French abbreviation)



2 Informal Invitation



To _____
From _____

Lisa回信，她愿意去听音乐会，约Bob晚上6点半在音乐厅见面。

03

Putting into use



1 Useful Expressions

CInviting

1

We would like to invite you to...

2

It's our pleasure to invite you to...

3

Would you like to join me/us for lunch/dinner/drink...?

4

Would you like to come to ...?

1 Useful expressions

C Accepting

- 1 I would be delighted to come.
- 2 It's my pleasure to come.
- 3 I would be pleased to come.
- 4 I would love to come.

3 Useful Expressions

C Declining

- 1 ▶ I would love to com, but...
- 2 ▶ Thank you for your invitation, but I'm afraid
- 3 ▶ I won't be able to accept.
- 4 ▶ I'd love to come, but I can't make it.
- 5 ▶ It would be delighted to come. Unfortunately I
can't accept your invitation

2 Putting into use



Writing: Zhang Li will invite Professor Wang to give students a speech. Please write an invitation, including the event, time, place & ask for a response.



Dear Professor Wang,

On behalf of the Student Union of the English Department, I'm writing to invite you to give us a speech on Chinese History.

We're going to have such a speech at 2:30 p.m. this Tuesday afternoon in the Meeting Room 401. It would be great honor if you can join in our activity.

Please inform us whether you could come. We're looking forward to favorable answer.

Yours,

Zhang Li

Write an invitation to one of your classmates. And when you receive an invitation, make a response by accepting or declining it.

Assignment



THANK YOU