

# Writing file 4

## Writing an invitation

**1** Work with a partner and discuss the following questions.

- 1 Have you ever been to a big corporate event?
- 2 What entertainment was there?
- 3 Did you enjoy it?

**2** Your company is organizing a day to celebrate its 25th anniversary. A memo has been sent to all staff with ideas for entertainment during the day. Which of the following ideas are the best?

**Music**

a string quartet, a jazz band, or a punk band

**Entertainment**

a comedian, a magician, or a hypnotist

**Food**

a buffet, a gala banquet, or celebrity chefs

**Corporate**

The CEO talking about the history of the company, the marketing manager talking about new products, the sales manager presenting last year's figures, or a guided tour of all departments.

**3** Read the invitation quickly. Which ideas from **2** are mentioned? Would like to attend the day? Why? / Why not?

Dear Sir / Madam

1 As a valued customer of GAS holdings, it is our pleasure to invite you to our 25th anniversary celebration day.

2 We have organized a programme of entertainment that will take place on Saturday 31st October to celebrate the founding of our company.

**3 25 years of GAS - Saturday 31.10**

**09.00–10.00: Official opening**

Opening speeches by the CEO and special guests.

**10.15–11.45: Musical performance**

A special performance by the world-renowned 'Punk rules'.

**12.00–13.30: Lunch**

Enjoy a buffet lunch prepared by celebrity chefs.

**14.00–16.00: How it all began**

A guided tour of GAS along with a detailed explanation of how the company became successful.

**19.00–late: Gala dinner and dancing**

End the day in style at the Royal Hall where the Lord Mayor will host a gala banquet.

4 You are invited to attend for the whole day, but it is also possible to attend for only part of the day. Since numbers for some of the events are limited, we advise you to reply to this invitation as soon as possible. In order to secure your place, please send an email to [confirmation@gas.org](mailto:confirmation@gas.org).

5 We hope to be able to welcome you to the event.

Yours faithfully

Sean Williams

CEO, GAS holdings

**4** Read the letter again and answer the following questions.

- 1 Why is the person being invited to the celebration?
- 2 Does the person have to be there for the whole day?
- 3 Why should they reply as soon as possible?
- 4 What is the function of each section of the invitation (1–5)?

**5** In which section of the invitation (1–5) could phrases a–g be used?

- a We look forward to seeing you there.
- b We would like to invite you to ...
- c We would be grateful if you could confirm your attendance by the 24th October by email.
- d May we take this opportunity to invite you to ...
- e We hope you enjoy the day.
- f As you can see from the enclosed programme ...
- g The event is taking place on the 31st October at the Millennium Centre in Cardiff.

**6** Write a programme of events for a celebration day at your company.

**7** Write an invitation to the event.

**8** Exchange invitations with a partner. Read the invitation. Would you like to go to the event?