

## Learning objectives in this lesson

Raising awareness of how to structure a formal corporate invitation and developing students' knowledge of the phrases that are typically used in invitations. By the end of the lesson, students will be able to write a corporate invitation using appropriate language.

- 1 Ask students to work in pairs and discuss the questions. If students haven't attended a corporate event, you could ask them to discuss other events they have been to, e.g. weddings.
- 2 Ask students to read the ideas and decide which they like best. They can then compare their choices in pairs, before feeding back to the rest of the class.
- 3 Ask students to read the invitation quickly and compare their ideas in 2 to the information in the invitation. During class feedback, ask students whether they would like to attend this event.

### Answers

A punk band, a buffet, celebrity chefs, a gala banquet, and a guided tour are mentioned.

- 4 Ask students to read the invitation again in more detail. This is a good stage to deal with any unknown vocabulary. Students can then answer the questions. When they are ready, ask them to compare their answers in pairs before feeding back to the rest of the class.

### Answers

- 1 because the person is a valued customer of the company
- 2 no, they can come for part of it
- 3 because there is limited space
- 4 1 = state the aim of the letter, 2 = introduce the programme, 3 = the programme, 4 = ask for a reply, 5 = close the letter

- 5 Ask students to match the phrases to the sections of the invitation. Be prepared to answer questions on vocabulary. Students can then compare their answers in pairs, before feeding back to the rest of the class. You also might like to explain to students that these phrases offer alternatives to the phrases in the example invitation.

### Answers

a 5 b 1 c 4 d 1 e 5 f 2 g 2 or 3

- 6 Refer students back to 2 and ask them to write a programme for a celebration day at their company.
- 7 Ask students to write their invitation. Encourage them to use appropriate phrases from the example invitation and / or from 5.

## Evaluation tips

Look out for the inclusion of relevant information, logical ordering, and appropriate language. Remember to comment on content as well as accurate language use.

### Sample answer

Dear Sir / Madam

We would like to take this opportunity to invite you to our company's 25<sup>th</sup> anniversary celebrations. The event is taking place on the 12<sup>th</sup> November at the Dresden Arts Centre.

As you can see from the attached programme there are a variety of events scheduled for the whole day, including a performance by comedian John David.

We would be grateful if you could confirm your attendance by the 24<sup>th</sup> October by email as there will be limited space.

We look forward to seeing you there and hope you enjoy the day.

Yours faithfully

Reg McDonald

- 8 Ask students to read each other's invitations and decide if they would like to go to their partner's event. You might also like to ask students to correct each other's invitations.