

Writing file 6

Writing and responding to invitations

1 Work with a partner. Discuss these questions.

- 1 What was the last conference you went to? Who were the main speakers? Did you enjoy it?
- 2 When was the last time you were invited to a business or social event? What was it? How were you invited? Did you go?

2 Read the letter below quickly ignoring the gaps and answer the following questions.

- 1 When is the conference?
- 2 What is it about?
- 3 Who is the main opening speaker?
- 4 When will Ingrid receive the full programme?
- 5 Why is Robert going to send the programme?
- 4 What do they want Ingrid to do?

Angel Life Organization
Piccadilly
London

Ingrid Marna
Executive Director
The Hope Foundation
Helgeandsholmen
Stockholm

Dear Ingrid

¹ _____ our telephone conversation last week, this letter serves to formally invite you to the second International Ethical Business Conference.

The conference is to be held from April 4th to 7th at the Keyworth Centre, part of London South Bank University. ² _____ you would be one of the key-note speakers at the event.

The theme of the conference is 'Ethical business in the 21st Century' and we are planning an event for approximately 1,000 delegates. ³ _____ Hal Gaur will be opening the event with a thought-provoking talk entitled 'It's the end of the (third) world as we know it', which examines how corruption and greed has led to an increased neglect of business ethics in developing countries.

⁴ _____ give the final key-note speech.

⁵ _____ base it on your recent research or if you prefer, you are welcome to base it on other aspects in your area of specialism. We will forward a complete speaker programme to you in a couple of weeks so that you get an idea of the specific subjects that will be covered by other speakers.

To summarize, the Angel Life Organization would be pleased if you would agree to be our closing speaker at this year's conference. ⁶ _____ your reply.

Yours sincerely

Robert Yates

3 Complete the letter with an appropriate phrase a–f .

- a We wondered if you would like to
- b Further to
- c We look forward to
- d We would be delighted if
- e We would like you to
- f We are pleased to announce that

4 Put the sentences in the correct order in Ingrid's reply to Robert's invitation.

- _____ a Please could you send me more details of the travel and accommodation arrangements?
- _____ b It sounds like a wonderful opportunity.
- _____ c Thank you very much for the invitation to speak at the IEB Conference this year.
- _____ d I look forward to hearing from you.
- _____ e If this is acceptable, I would be honoured to deliver the closing speech at the conference.
- _____ f I wondered if I could arrive on the 6th as I have other commitments that week.

5 Work with a partner. What would you say if

- 1 you wanted more information before you accept?
- 2 you had to reject the invitation?

6 Work with a partner and look at the invitation in 2 again. What is the function of each paragraph?

7 Look at the details below. Write a letter to the main speaker asking him / her to come to the conference. Remember to organize your letter like the one in 2.

Memo – Human Resource Management in the 21st Century Conference, International Conference Centre, Berlin

Speaker: J. Parker

Date of conference: 31st October – 3rd November

Date of speech: 31st October (Opening plenary)

Theme: 'The Changing Face of Human Resource Management'

Title of speech: Speaker to choose own title

Other speakers:

Tern Albract (Closing plenary – title undecided)

Jana Smit (talk – title undecided)

8 Once you have finished, swap your letter with someone else in class. Write a response to the invitation you receive.