

Writing file 6 | Teacher's notes

Learning objectives in this lesson

Looking at the style when writing invitations or responding to them.

- 1 Get students to discuss the questions with a partner and then take feedback from the whole class.
- 2 Tell students they are going to read an invitation to a conference. Ask them to read it quickly, just looking for the answers to the questions. Point out that when we get an invitation we often read in this way so it is good practice.

Answers

- 1 4 – 7 April
- 2 Ethical business
- 3 Hal Gaur
- 4 In about two weeks
- 5 So that Ingrid can see who else is speaking and what they are speaking about. This will help her plan her talk.
- 6 Give the closing / final key-note speech.

- 3 Ask students to match the phrases to the gaps as quickly as they can. Get them to check answers with a partner before you take class feedback.

Answers

- 1 b
- 2 d
- 3 f
- 4 e/a
- 5 a/e
- 6 c

- 4 Ask students to reorder the sentences as quickly as they can. Get them to check their answers with a partner before you take class feedback.

Answer

- a 5
- b 2
- c 1
- d 6
- e 4
- f 3

- 5 Ask students to work in pairs and to think how they would write these things in a letter responding to an invitation. Take feedback from the whole class and write up any correct suggestions on the board.

Suggested answers

- 1 Before I confirm, please could you ...; Before I can agree, I will need to ...; Before I commit myself, I ..., etc.
 - 2 I'm afraid I have other commitments; Unfortunately, I am unable to accept your kind invitation because ...; I'm very sorry, but I'm afraid I won't be able to ..., etc.
- 6 This exercise gets students to think about the structure of an invitation. Get students to work in pairs to discuss what function each paragraph has.

Answers

- 1 Reason for writing
 - 2 Background to the conference
 - 3 Information about the conference
 - 4 Information about the talk
 - 5 Conclusion / official invite
- 7 Ask students to look at the memo and ask them to write the invitation in pairs. Remind them to follow the structure in the opening letter. Once they have finished (in class or for homework) collect in the letters.

Evaluation tips

When marking, look for relevant information, sensible paragraphing and logical ordering. Don't forget to comment on content as well as accurate use of language.

Sample answer

Dear Ms Parker

I am writing to invite you to be a main speaker at the Human Resource Management in 21st Century Conference in autumn this year.

The conference is being held at the International Conference Centre in Berlin from 31st October to 3rd November. During the week there will be several plenary speeches as well as smaller talks and social events. We would be delighted if you could open the event for us.

The theme of the conference is 'The Changing Face of Human Resource Management' and we have invited human resource specialists, managers and academics from around Europe. As well as yourself, we have invited Tern Albract and Jana Smit to be our key-note speakers.

As you are an expert on Performance-Oriented Culture we would like you to speak on this subject or you're welcome to suggest your own title.

In closing we would be delighted if you were to agree to be our opening plenary speaker and we look forward to your reply.

Yours sincerely

Ian Ruml