Business Writing
Intermediate

Session 2: Extending and Responding to Invitations
Learning Objectives

Intermediate

In this session, you will:

• Learn ways to extend, accept, and decline invitations politely.

• Practice different levels of formality in making and responding to invitations.
Let’s Get Started

Intermediate

The coach and the learner role play co-workers Maria and Andrew as they talk about an invitation Maria has received. Listen for her question and the advice Andrew gives.

Maria: Andrew, I got an invitation from Greta this morning to one of those events that the Young Professionals’ Network puts on. Did you get it too? It’s for a workshop on how to do a great presentation?

Andrew: Yeah, I got that.

Maria: Are you going?

Andrew: No, I can’t. It’s on a Tuesday evening, and I’ve got a class. What about you? Are you going?

Maria: I don’t really want to. But I don’t know how to say “No.” Can I just ignore it? I mean, maybe Greta invited a lot of other people and won’t even notice if I don’t reply.

Andrew: Well, you don’t know that. It would be better to reply. More polite. Just tell her you can’t make it.

Maria: Do I have to say why I can’t make it? I don’t really want to discuss it.

Andrew: You don’t need to go into detail. Just use one of those standard excuses. You know, like “I’d love to come, but I’ve got a conflict that evening.” Or tell her “I’m afraid I’ve got a prior commitment.”

Maria: That’s a good idea. Thanks!
Based on Maria and Andrew’s conversation, decide if the following statements are 'True' or 'False.'

1. Maria sent an invitation to a co-worker named Greta.
2. Andrew received an invitation too.
3. Andrew is planning to accept the invitation.
4. Maria doesn't want to reply to Greta’s invitation.
5. Andrew says there is no need to send Greta a reply.
6. Andrew helps Maria decide what to say in her email to Greta.
# Extending and Responding to An Invitation

## Intermediate

<table>
<thead>
<tr>
<th>Extending an Invitation (Formal)</th>
<th>Extending an Invitation (Informal)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I would like to invite you to attend a dinner in honor of . . .</strong></td>
<td><strong>There's a company golf tournament on May 10. Do you want to come?</strong></td>
</tr>
<tr>
<td><strong>We hope to have the pleasure of your company at</strong></td>
<td><strong>We are having a company golf tournament on May 10. 'Hope you can make it.</strong></td>
</tr>
<tr>
<td><strong>Thank you for your kind invitation. I would be happy to join you for your company’s anniversary celebration.</strong></td>
<td><strong>Thanks for the invite. 'Would love to come!</strong></td>
</tr>
<tr>
<td><strong>I would be delighted to attend. Unfortunately, I have a prior commitment.</strong></td>
<td><strong>I wish I could make it, but I’m afraid, I’ve got a conflict.</strong></td>
</tr>
</tbody>
</table>

---

## Accepting an Invitation (Formal)

<table>
<thead>
<tr>
<th>Accepting an Invitation (Informal)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accepting an Invitation (Formal)</strong></td>
</tr>
<tr>
<td><strong>Accepting an Invitation (Informal)</strong></td>
</tr>
</tbody>
</table>

## Declining an Invitation (Formal)

<table>
<thead>
<tr>
<th>Declining an Invitation (Informal)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Declining an Invitation (Formal)</strong></td>
</tr>
<tr>
<td><strong>Declining an Invitation (Informal)</strong></td>
</tr>
</tbody>
</table>
Let’s Practice
Intermediate

Fill in the blanks with correct expressions to complete some key guidelines when extending, accepting, or declining invitations.

make it clear
too direct
brief explanation
thank you
informal invitations

1. For most business invitations, saying “You should come” is _____.
2. Contractions as in "We hope you’ll be able to make it" should be used in _____.
3. If you need a reply by a certain date, ______ in your invitation.
4. When you decline an invitation, you do need to begin by saying _____.
5. When you decline an invitation, it is polite to give a ______.
Apply It!

The learner volunteers to read aloud the invitation. Then answers the questions on the next slide.

Dear Ms. Brown,

I am pleased to announce that Alpha Research is planning a celebration to mark our 20th year. Our managers and staff would like to invite you, as a representative of one of our most valued clients, to join us for the festivities.

Date: Saturday, March 10
Location: The Presidential Ballroom, Premium Hotel
Time: Doors will open at 6:30 p.m.
Dinner at 8:00 p.m.
Following dinner will be remarks by our president, the presentation of several awards, and the evening’s musical entertainment.

Please RSVP by February 28 by email, or phone Indira Smith at 555-3124, extension 1100 if you have any questions.

We hope to have the pleasure of your company to help us make our celebration a success.

Best wishes,
Frank Lambert
Apply It!
Intermediate

1. What is the invitation for?
   a. a formal company event
   b. an informal celebration

2. Can Ms. Brown invite someone to go with her to the event?
   a. Yes, she can.
   b. No, that would not be appropriate.

3. Does Frank Lambert expect Ms. Brown to reply to the invitation?
   a. Yes, he does.
   b. The invitation doesn’t say.

4. What should Ms. Brown do?
   a. Ms. Brown should reply by February 28 whether she will or will not attend.
   b. Wait until March to reply.