
10 Invitations and directions

You are going to write three emails: the first inviting somebody to a meeting or event; the second and third responding to somebody else who is inviting you.

EMAIL 1

Write to a business contact to invite them to a meeting or event.

Prepare the situation using the questions below. The information can be real or imaginary.

- What is your company's business? What products/services do you offer?
- What kind of meeting/event are you going to organise? What is the agenda/reason?
- Who is the person that you are inviting?
- Why would they be interested and want to come?
- Do they need to prepare or bring anything?
- What are the details? (date, time, place etc.)
- Are there any other practical details like lunch, refreshments etc.
- Do you want them to reply by a certain date to tell you if they can come?

Now write the email.

When you finish, work with a partner. Check each other's grammar, spelling, punctuation and style. Is everything clear, well-structured and easy to understand?

EMAIL 2

Exchange emails with a different partner. Write a reply to the email you receive.

Prepare the situation using the questions below. The information can be real or imaginary.

Accept the invitation - thank them, ask a question or two about the arrangements, respond to any points in the email you received, give them your mobile phone number and ask for theirs.

When you finish, work with a partner. Check each other's grammar, spelling, punctuation and style. Is everything clear, well-structured and easy to understand?

EMAIL 3

Exchange emails with a different partner. Write a reply to the email you receive.

Say you cannot accept the invitation - apologise, say why, show that you are still interested even if you cannot be there, refer to some future contact with the other person.

When you finish, work with a partner. Check each other's grammar, spelling, punctuation and style. Is everything clear, well-structured and easy to understand?

EXTRA ACTIVITY

Write an email to your friend giving directions for how to get to your house.

Prepare the situation using the questions below. The information can be real or imaginary.

Who is coming to visit you? Why? What are you going to do together? How are they going to arrive (car/train/plane)? Say you are looking forward to seeing them etc.