



NEW BUSINESS ENGLISH 4

Unit 1 Lesson 7

Inviting and Accepting an Invitation



Review

You can't finish the monthly sales report you are working on because you must leave the office to meet a client right now. Ask a favor from one of your workmates to finish the task.

Requirements:

- *Ask one of your workmates to finish the task for you.*
- *Express appreciation to your workmate for accepting the task.*



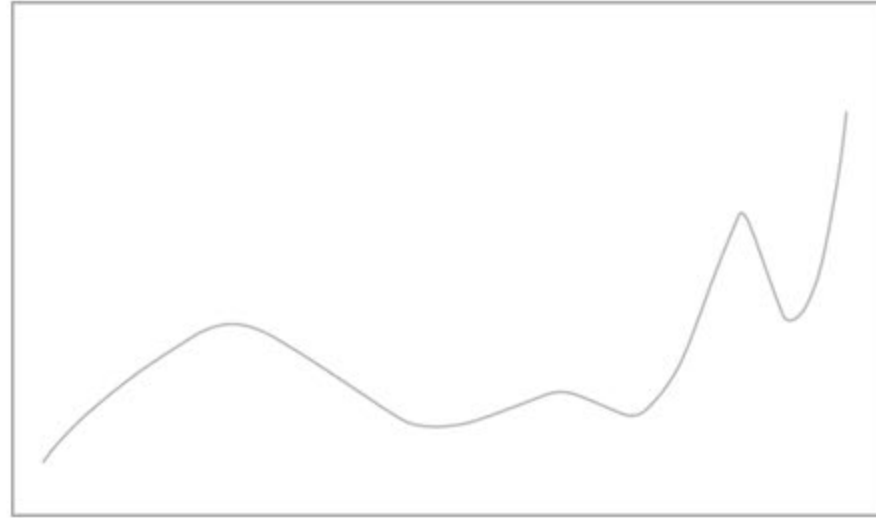
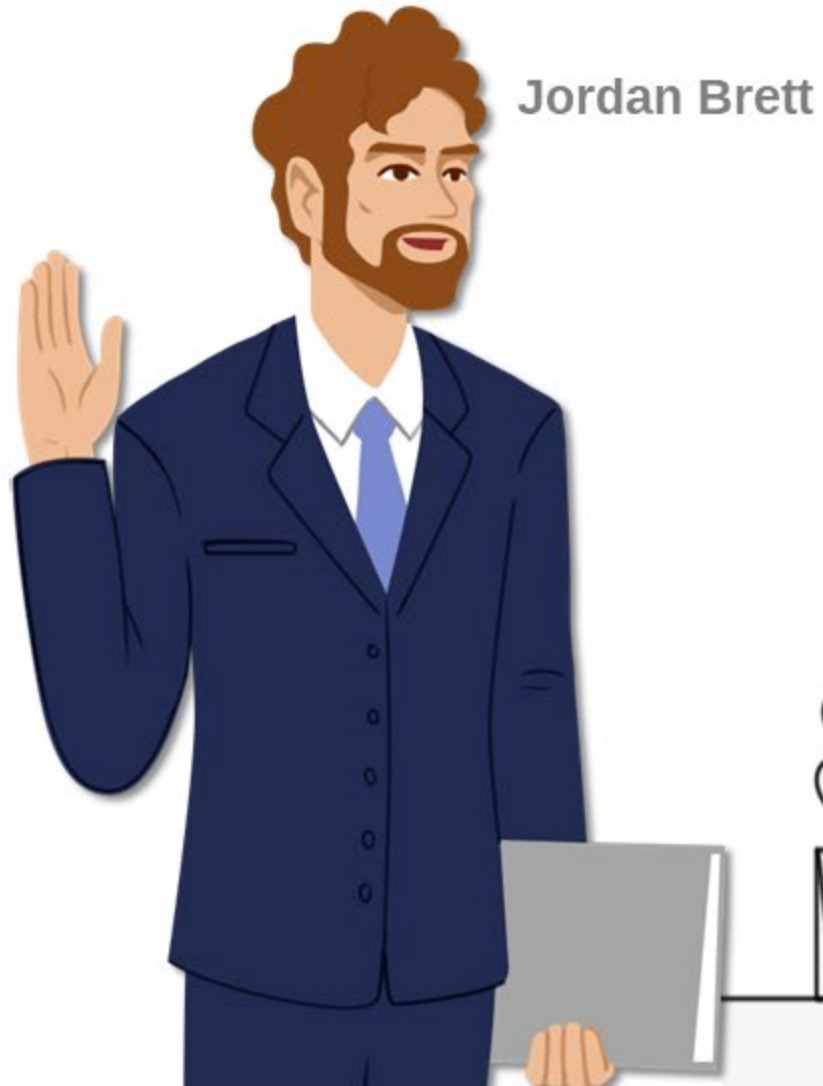
LEARNING GOALS

- ◆ Other Ways to Say “How Are You?”
- ◆ Inviting a Co-worker
- ◆ Accepting an Invitation



Situational Dialogue

▶ Jordan invites Kenzo to get lunch.



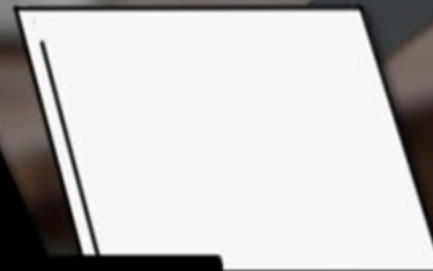
Kenzo Hara





Hello there, Kenzo!
How's everything going?

It's going well. Thanks.
How have you been lately?





Not bad. We're planning to go to a new restaurant for lunch. Would you like to go with us?

I'd love to. What time will we set off?

Let's meet in the lobby at twelve o'clock.

No problem. See you in a bit.



Key Vocabulary

Learn the new words and answer the questions.



restaurant

(n.) a place where people pay to sit and eat cooked and served meals

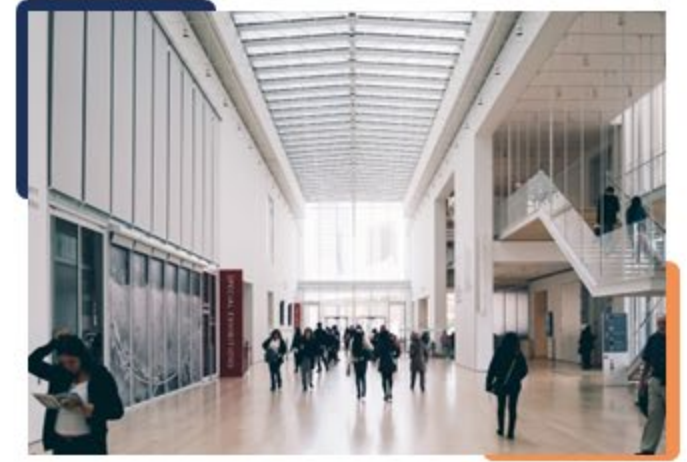
e.g. There is a **restaurant** inside our company building.



set off

(v.) to begin going somewhere, especially on a trip

e.g. She **set off** for France this morning.



lobby

(n.) a large, open space just inside the main entrance of a public building

e.g. People usually gather in the **lobby** for company activities.

Dialogue Review

Have a role play and answer the questions.



Jordan invites Kenzo to get lunch.

Jordan: Hello there, Kenzo! How's everything going?

Kenzo: It's going well. Thanks. How have you been lately?

Jordan: Not bad. We're planning to go to a new **restaurant** for lunch.
Would you like to go with us?

Kenzo: I'd love to. What time will we **set off**?

Jordan: Let's meet in the **lobby** at twelve o'clock.

Kenzo: No problem. See you in a bit.

Let's check the learning goals!



Jordan invites Kenzo to get lunch.



1. Other Ways to Say "How Are You?"

Jordan: Hello there, Kenzo! **How's everything going?**

Kenzo: It's going well. Thanks. **How have you been lately?**

Jordan: Not bad. We're planning to go to a new restaurant for lunch.

Would you like to go with us?



2. Inviting Someone

Kenzo: **I'd love to.** What time will we set off?



3. Accepting an Invitation

Jordan: Let's meet in the lobby at twelve o'clock.

Kenzo: No problem. See you in a bit.

Learning Goals

Learn the key expressions and sentence structures.

∴ Other Ways to Say “How Are You?”

- How's everything going?
- How's your day going?

Example sentences:

- Hello, Kent. How's everything going?
- How's your day going, Mina?
- How have you been lately, Jay?

You can also use:

- **Formal expression:**
e.g. How do you do?
- **Informal expression:**
e.g. What's up, Gwen?

How do you usually say “How are you” to your colleagues?

Learning Goals

Learn the key expressions and sentence structures.

∴ Inviting Someone

- **Would you like to + (verb)?**
- **I was wondering whether you would + (verb)?**

Example sentences:

- Would you like to visit our house on Monday?
- Would you like to have lunch with me today?
- I was wondering whether you would go with us later?

You can also use:

- **Shall we + verb?**

e.g. Shall we go and eat outside?

- **Could you come to + noun?**

e.g. Could you come to my office later?

Can you invite someone to a party?

Learn the key expressions and sentence structures.

∴ Accepting an Invitation

- **Sure. Thanks for inviting me.**
- **Of course. I'd love to.**

Example sentences:

- Of course, Jimmy. I'd love to join your family.
- Sure, Rita. Thanks for inviting me.
- Of course. That sounds good.

You can also use:

- **expressions to decline an invitation**

e.g. I'd love to but ...
I'm afraid that I can't ...

How do you accept an invitation?

Semi-open Dialogue

Please read the situation below and have a role play with your teacher.

Scenario: A new employee sits next to your desk. Invite him or her for lunch in the company's cafeteria.

∴ You can refer to the following key expressions:

- How's everything going?
- Would you like to + (verb)?
- I was wondering whether you would + (verb)?
- Of course. I'd love to.



Learn how to decline an invitation gracefully.

⋮ How to decline an invitation gracefully?

STEP
01

Say thank you.

Thank you for inviting me.

STEP
02

Explain that you can't go.

Unfortunately, I'm not sure I'll be able to make it.

STEP
03

Give a brief reason.

I've got another appointment that evening.



Why do you think we need to decline an invitation gracefully?

Overview

Keywords and expressions:

restaurant/ set off/ lobby

How's everything going?

Would you like to + (verb)?

Sure. Thanks for inviting me.

Made by Tessa

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