



NEW BUSINESS ENGLISH 5

Lesson 27
Making an Invitation



LEARNING GOALS

- ◆ Writing an Invitation
- ◆ Asking For Confirmation



What would you say?

Scenario: Your company will celebrate its 10th anniversary next month.
How will you invite someone to attend the event?



— ×

To: johnson02@glam.com

Cc: robinwaldorf@milestone.com

Subject: Company 10th Anniversary Invitation

Dear Mr. Johnson:

 Send

Business Email

- Dawn sends an anniversary party invitation to a business partner.

To: tylerjohnsoncorp@cmail.com

Cc: robinwaldorf@milestone.com

Subject: Invitation for Milestone 10th Anniversary

Dear Mr. Johnson:

I hope all is well. It is my pleasure to invite you to Milestone's 10th anniversary next Monday on July 12th, 2022 at the Prism Hotel Ballroom.

Your organization has been in business relations with us for almost 5 years. We hold our alliance with you in high regard. Could you please let me know if you are available to attend the event?

It would be a pleasure for us if you could come. Looking forward to your reply.

Warm Regards,

Dawn Brooke
HR Manager
Milestone Company



Send



Key Vocabulary

Learn the new words and answer the questions.



anniversary

(n.) the day on which an important event happened in a previous year

e.g. They are celebrating their 40th **anniversary**.



business relations

(n.) connections between stakeholders in the process of businesses

e.g. They are willing to build **business relations** with us.



alliance

(n.) an agreement to work with organization, etc. to try to achieve the same thing

e.g. The companies have formed an **alliance** to market the product.

Email Review

Have a role play and answer the questions.



Dawn sends an anniversary party invitation to a business partner.

Dear Mr. Johnson:

I hope all is well. It is my pleasure to invite you to Milestone's 10th **anniversary** next Monday on July 12th, 2022 at the Prism Hotel Ballroom.

Your organization has been in **business relations** with us for almost 5 years. We hold our **alliance** with you in high regard. Could you please let me know if you are available to attend the event?

It would be a pleasure for us if you could come. Looking forward to your reply.

Warm Regards,

Dawn Brooke
HR Manager
Milestone Company

Let's check the learning goal!



Dawn sends an anniversary party invitation to a business partner.

Dear Mr. Johnson:



1. Writing an Invitation

I hope all is well. **It is my pleasure to invite you to Milestone's 10th anniversary next Monday on July 12th, 2022 at the Prism Hotel Ballroom.**

Your organization has been in business relations with us for almost 5 years. We hold our alliance with you in high regard. **Could you please let me know if you are available to attend the event?**

It would be a pleasure for us if you could come. Looking forward to your reply.

Warm Regards,



2. Asking For Confirmation

Dawn Brooke
HR Manager
Milestone Company

Learning Goals

Learn the key expressions and sentence structures.

∴ Writing an Invitation

- It is my pleasure to invite you to our + **(event)**.
- It would be a pleasure if you could come/join/ attend + **(event)**.
- We are holding a(n) + **(event)** and I'd appreciate if you could join us.

Example Sentences:

- Our company will be celebrating its 10th anniversary on the 27th of July.
It would be a pleasure for us if you could come.
- I would like to invite you to attend our annual general meeting on Friday 6th of July 2022 at 11 am.

Details Needed in Writing Invitations:

1. Event
2. Time
3. Date
4. Location
5. Duration (optional)



Suppose your company is holding an annual party, and you were asked to write an email invitation. What would you include in the invitation?

Learning Goals

Learn the key expressions and sentence structures.

∴ Asking For Confirmation

- Please let me know if you are available to + **(verb)**.
- Kindly confirm your participation as soon as possible by reaching out to **(contact details)**.
- Please confirm your attendance by replying to this email by **(date of deadline)**.

Details Needed in Asking for Confirmations:

1. Contact Details
2. Deadline of Response
3. Details of Confirmation

Example Sentences:

- If you would like to attend, please confirm your attendance by replying to this email by 18 March 2022.



Imagine you are writing an email invitation for a company party, how would you ask for confirmation?

Writing Practice

Write a draft email.

Scenario: Your company will have a grand opening party for a new branch.
Send an invitation to everyone in the company.

Writing an Invitation

1

2

Asking for Confirmation

To: employees@email.com

Subject: Grand Opening Party for Seoul Branch

Dear employees,

Looking forward to your reply.

Warm regards,



Coffee Break

Learn some formal and informal abbreviations.

Formal Abbreviations

(are used in formal emails)

memo

(memorandum)

Re:

(regarding/ reply)

Mr.

(Mister)

Ms.

(Miss)

Inc.

(incorporated)

asst.

(assistant)

dept.

(department)

app

(application)

Informal Abbreviations

(are used in casual/ informal emails)

thnx/ thx

(thanks)

prob

(probably)

msg

(message)

sec

(second)

2day

(today)

esp.

(especially)

cos/ coz/ cuz

(because)

GR8

(great)



What other formal and informal abbreviations do you know?

Overview

Keywords and expressions:

anniversary/ business relations/ alliance

It is my pleasure to invite you to our + (event).

It would be a pleasure if you could come/ join/ attend + (event).

Please let me know if you are available to + (verb).

Please confirm your attendance by replying to this email by
(date of deadline).

*Made by Artiaga
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