

A background image showing a top-down view of several people's hands stacked together in a circle on a wooden conference table. The hands are of various skin tones, representing diversity. Some people are wearing watches. The image is partially covered by a large yellow and blue geometric overlay.

NEW BUSINESS ENGLISH 5

Lesson 43

Inviting and Declining



LEARNING GOALS

- ◆ Inviting Someone
- ◆ Declining
- ◆ Offering Help



What would you say?

Scenario: Your coworker invites you for a drink after getting off work, but you still have a lot of work to do to meet the deadline.



Would you like to come with us for a drink after work today?

Situational Dialogue

- ▶ Selena declines Kenzo's invitation to drink out.





Hi, Selena! A few of us are going to the cafe for drinks. Would you like to join us?

I'm not sure, to be honest. I'd love to go, but I'm still busy revising the proposal, which is urgently needed.





Okay. Do you need a hand?

It's really nice of you, but I think I can manage. I just need to focus and get it done.





Alright. Well, I can see you've got a lot on your plate, so I'll leave you to it. Good luck, Selena.

Thanks a lot.



Key Vocabulary

Learn the new words and answer the questions.



revise

(v.) to look over again in order to correct or improve something

e.g. He has a lot of things to **revise** in the project proposal.



need a hand

(idiom) expression used when someone needs help

e.g. They **need a hand** in using the new app.

Key Vocabulary

Learn the new words and answer the questions.



have a lot on one's plate

(idiom) sufficiently busy or preoccupied with work, etc.

e.g. They **have a lot on their plate** these days.



leave (someone) to it

(idiom) to withdraw from someone so they can do or finish something alone

e.g. She thinks the task is easy, so they **leave her to it**.

Dialogue Review

Have a role play and answer the questions.



Selena declines Kenzo's invitation to drink out.

Kenzo: Hi, Selena! A few of us are going to the cafe for drinks.
Would you like to join us?

Selena: I'm not sure, to be honest. I'd love to go, but I'm still
busy **revising** the proposal, which is urgently needed.

Kenzo: Okay. Do you **need a hand**?

Selena: It's really nice of you, but I think I can manage.
I just need to focus and get it done.

Kenzo: Alright. Well, I can see you've **got a lot on your plate**,
so I'll **leave you to it**. Good luck, Selena.

Selena: Thanks a lot.

Learning Goals

Let's check the learning goal!

 *Selena declines Kenzo's invitation drink out.*

Kenzo: Hi, Selena! A few of us are going to the cafe for drinks.

Would you like to join us?

 **1. Inviting Someone**

Selena: I'm not sure, to be honest. **I'd love to go, but** I'm still busy revising the proposal, which is urgently needed.

 **2. Declining**

Kenzo: Okay. **Do you need a hand?**

 **3. Offering Help**

Selena: **It's really nice of you, but** I think I can manage. I just need to focus and get it done.

Kenzo: Alright. Well, I can see you've got a lot on your plate, so I'll leave you to it. Good luck, Selena.

Selena: Thanks a lot.

Learning Goals

Learn the key expressions and sentence structures.

∴ Inviting Someone

- Would you like + **infinitive verb**?
- I'd like to ask you + **infinitive verb**.
- It would be my pleasure if you would + **verb**.
- May I have the honor of + **verb -ing**.

Example sentences:

- A few of us are going to the cafe for drinks. Would you like to join us?
- I'd like to ask you to attend the company conference next week.
- It would be my pleasure if you would join us for dinner tonight.
- May I have the honor of accompanying you to the event tomorrow?

For more informal/ casual invitations you may say:

- **Do you want + (infinitive)**
e.g. Do you want to have coffee with us?
- **Let's + (verb)**
e.g. Let's go to the beach this weekend.



How do you usually make an invitation?

Learning Goals

Learn the key expressions and sentence structures.

∴ Declining

- I'd love to + **(verb)**, but...
- It's really nice of you, but...
- Sorry, I appreciate the invitation, but..
- Thank you very much for the invitation, but...

Example sentences:

- It's really nice of you, but I think I can't go.
- Sorry, I appreciate the invitation, but I won't be able to go.
- Thank you very much for the invitation, but I think I can't make it.

Remember:

The most important thing to remember when responding to an invitation is to always thank the person who invited you, even if you know you are going to decline it.



How would you respond if someone declined your invite?

Learning Goals

Learn the key expressions and sentence structures.

∴ Offering Help

Formal

- Would you like some help?
- May I offer my assistance?
- May I help you with that?

Example sentences:

- I can see you're busy. Would you like some help?
- It seems that you're having a hard time analyzing the data. May I help you with that?

Informal

- Can I help you?
- Do you need a hand?
- Can I do anything to help?

Example sentences:

- You're carrying a lot of things. Can I help you?
- You have lots of things to do. Do you need a hand?



How do you usually offer help to someone?

Semi-open Dialogue

Have a role play.

Scenario: You are on your business trip. Your business partner is inviting you for dinner at their local restaurant. Decline their invitation and give reasons for declining.



∴ You can refer to the following key expressions:

- It's really nice of you, but...
- Thank you very much for the invitation, but...
- Sorry, I appreciate the invitation, but..

Learn what RSVP stands for and its purpose.

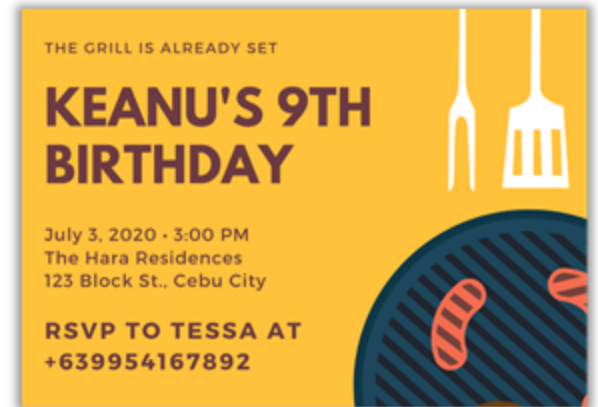
RSVP is an acronym for the French phrase “répondez s'il vous plaît” which means “**please answer**”.

 If RSVP is written on an invitation:

- The invited guest must tell the host whether or not they plan to attend the event.
- It means the host needs a definite head count for the planned event, and needs it by the date specified on the invitation.



RSVP via email
Formal



RSVP via text message
Informal



Do you usually send an RSVP whenever you receive an invitation?

Overview

Keywords and expressions:

revising/ need a hand/ have a lot on one's plate/ leave someone to it

Would you like + infinitive verb?

I'd like to ask you + infinitive verb.

I'd love to + (verb), but...

It's really nice of you, but...

Would you like some help?

Do you need a hand?

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