

INVITING SOMEONE AND ACCEPTING INVITATIONS

B2-C1 | Functional language for inviting and responding tactfully

1 Useful phrase patterns

Use these phrases to extend an invitation or respond with warmth and consideration.

Would you be interested in ...?

Would you be interested in joining us?

I was wondering if you'd like to ...

I was wondering if you'd like to attend.

We'd be delighted if ...

We'd be delighted if you could join us.

Would it suit you to ...?

Would it suit you to meet on Thursday?

I'd be very pleased to.

I'd be very pleased to attend.

That sounds lovely.

That sounds lovely. Thank you.

I'm afraid I won't be able to ...

I'm afraid I won't be able to come.

Thank you for the invitation, but ...

Thank you for the invitation, but I am away.

2 Respond to the situations

Write one tactful invitation or response for each situation. Try to use a range of phrases.

1. Invite a client to an informal networking event.

2. Invite a colleague to give a short presentation.

3. Invite a partner to a company anniversary event.

4. Invite a guest to meet your team next Thursday.

5. Accept an invitation to speak at a professional event.

6. Accept an invitation to a colleague's retirement dinner.

7. Decline a weekend event because you have a prior commitment.

8. Decline a dinner invitation because you will be travelling.

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B2-C1 | Suggested answers

3 Possible answers

These are examples only. Other accurate and suitable responses are also correct.

Encourage students to use a range of phrase patterns from page 1.

1. Would you be interested in joining us for an informal networking event?

2. I was wondering if you would like to give a short presentation.

3. We'd be delighted if you could join us at our anniversary event.

4. Would it suit you to meet the team next Thursday afternoon?

5. I would be very pleased to speak at the event. Thank you.

6. That sounds lovely. I'd be happy to come to the retirement dinner.

7. I am afraid I will not be able to attend due to a prior commitment.

8. Thank you for the invitation, but I will be travelling that week.
