

4.4 Speaking and writing

Speaking inviting & making arrangements

1a Put the conversation in the correct order 1-8.



- ___ Sure. Is two o'clock OK for you?
 ___ I'm working on Saturday, but I'm free on Sunday.
 ___ Yeah, I'd love to.
 1 Are you doing anything at the weekend?
 ___ Shall we meet outside the museum when it opens?
 ___ Two o'clock is perfect. See you there.
 ___ I'm afraid I can't go that early, because I'm playing tennis. Could we meet in the afternoon instead?
 ___ Do you fancy going to the Renoir exhibition at the Prado?

PRONUNCIATION inviting phrases

- b 4.3))) Listen and check your answers.
 c 4.3))) Listen again. Pause the CD and repeat after each word.

2 Complete the conversation with the phrases in the box.

I'd like ~~are you free~~ be great how about would you like
 I can't make it any good sounds perfect we could try

- A 1 Are you free next weekend?
 B It depends. Why?

- A It's my birthday on Friday and I'm having a party.
 2 _____ to come?
 B I'm really sorry, but 3 _____ on Friday because I'm going to the theatre with some friends.
 4 _____ having lunch together instead?
 A That'd 5 _____!
 B 6 _____ the new Japanese restaurant on the high street.
 A Yes, 7 _____ that. Is one o'clock
 8 _____ for you?
 B 9 _____. See you on Friday.

Writing email (2): making arrangements

- 3 Look at the phrases below and choose the more informal ones. Then complete the email with the informal phrases.
- All the best / Love
 - could we go out / how about going out
 - Dear Suzanne / Hi there
 - How are you doing? / I hope you are well
 - I'd love to / We could
 - I hope to hear from you soon / Speak soon
 - I'm afraid / I'm really sorry but
 - Is that OK for you? / Please let me know if that's OK

Sent: Friday 10:37

1 Hi there!

2 _____

3 _____ I can't make it to your birthday party. I'm going on a trip with my girlfriend that weekend so I won't be around.

Anyway, 4 _____ for a meal next week instead? Shall we meet for dinner on Friday evening?

5 _____ try the new Italian restaurant next to the cinema. 6 _____

Hope the party goes well.

7 _____

8 _____

Rob

I can ...

understand and use *get*.

invite and make arrangements.

write an email to make arrangements.

Very well

Quite well

More practice