

4.4 Speaking and writing

GOALS ■ Invite and make arrangements ■ Write an email to make arrangements

Listening & Speaking inviting & making arrangements

- 1 When was the last time you invited someone to do something? Tell a partner about it.
- 2 **4.11**))) Max Weber, a website designer, is planning his diary. Listen to the voicemail messages and choose the correct answer.
 - 1 In the first message, Max *makes / accepts* an invitation.
 - 2 In the second message, Max *accepts / refuses* an invitation.
 - 3 Max calls his *friend / colleague* first.
 - 4 The second message is more *formal / informal*.

3a 4.12))) Listen to two phone calls from Seyit and Agneta to Max. What arrangements does Max make with them?



Seyit

Max

Agneta

- b 4.12**))) Listen again and answer the questions.
 - 1 Why can't Seyit meet Max on the twenty-eighth?
 - 2 Why can't Agneta meet Max the next day?
 - 3 Why do you think they explain why they can't meet?

4a Match the two halves of these sentences from the phone calls.

- | | |
|---------------------|------------------------------------|
| 1 Are you free | a great! |
| 2 Would you like to | b that week at all? |
| 3 I'm afraid | c outside the restaurant at eight? |
| 4 How about the | d any good for you? |
| 5 Do you fancy | e meet for lunch? |
| 6 That'd | f twenty-ninth instead? |
| 7 Is Sunday | g doing something this weekend? |
| 8 Sounds | h be lovely. |
| 9 Shall we meet | i I can't make the twenty-eighth. |

- b 4.13**))) Listen and check your answers.
- c 4.14**))) Listen and repeat the sentences.
- d** In exercise 4a, find two questions you can ask *before* making an invitation. Why do you think we do this?
- 5 TASK** Work with a partner. Take turns to make invitations and arrangements for situations 1–6. If you refuse an invitation, give a reason to sound polite and suggest another time instead. Use the Language for speaking box to help you.
 - 1 You want to invite a colleague to lunch tomorrow.
 - 2 You have a new flatmate. Invite him/her to the cinema this weekend.
 - 3 You are on holiday in the USA and are staying with some friends for a week. Invite them out for dinner to say thank you for letting you stay.
 - 4 A colleague from abroad is coming to your town on a business trip. You have not met him/her before. Invite him/her on a tour of the town.
 - 5 It's your birthday next week. Ask your classmate to come to your house for a party.
 - 6 Invite your best friend to go to a sports event or to a museum or art gallery with you on Saturday.

LANGUAGE FOR SPEAKING inviting and making arrangements

Checking someone is free

*Are you free ...? Are you doing anything ...?
Is ... any good for you?*

Making invitations

Would you like to ...? Do you fancy + verb + -ing?

Accepting invitations

Sounds ...! Yeah, I'd like/love to ... That'd be ...!

Refusing invitations (apology + reason)

*I'm afraid I can't make (it) ... because ...
I'm really sorry, but I can't ... because ...*

Suggesting a time/place to meet

Shall we meet ... at ...? We could try ...


Suggesting a different time/place to meet

*How about + verb + -ing ... instead?
Could we meet ... instead?*

Reading & Writing email (2): making arrangements

- 6 Read the messages from Seyit and Agneta and answer the questions.
- 1 Why do they write to Max?
 - 2 What are they doing instead?
 - 3 What do they suggest?

Find Friends | Home | Settings



Agneta
Hi Max,
How's it going? I'm really sorry, but I can't make it on Sunday.
I completely forgot that I'm going to a family party that day. It's my grandmother's eightieth birthday, so I can't miss it. Hope you understand.
Anyway, how about meeting next weekend instead? Is that OK for you? I'd love to try the new Chinese restaurant we talked about. It will be great to catch up with you.
Anyway, sorry about Sunday! ☹️
Speak soon.
Love,
Agneta x
Friday 14.34

✕ Sent: Thursday 10.16

Dear Max,
I hope you're keeping well.
We discussed meeting for lunch on 29th March, but I'm afraid I can't make that date any more, as I now have to attend a very important meeting with my boss.
I apologize, but could we meet on 28th March instead? Please let me know if that's convenient.
I've found a lovely place to eat called 'Deniz Restaurant'. It's on the seafront and gets great reviews. I could pick you up from your hotel at 12 noon and we could drive straight there for lunch at 12.30 p.m.
I hope to hear from you soon.
All the best,
Seyit
Seyit Samyeli | Konak Architects | 35260 Izmir | Turkey

- 7a Read the Language for writing box, then underline examples of the following in the email and message.

- 1 greeting
- 2 starting a message
- 3 closing a message
- 4 signing off

- b Work with a partner. Discuss which expressions in the messages in exercise 6 and box are more informal.

LANGUAGE FOR WRITING opening & closing emails

Greeting

Hello (Agneta) Hi there! Dear (Seyit)

Starting a message

How are you? How are you doing? How are things?

Closing a message

I look forward to hearing from you.

Speak (to you) soon See you soon Take care

Signing off

Best wishes Many thanks Cheers Bye for now

- 8a **TASK** Choose one of the options and write an email or social network message. Use the language from the messages, and Language for speaking/writing boxes to help you.

- You arranged to take a colleague who is visiting your city out to dinner, but would like to meet an hour earlier because it is a long drive to the restaurant. Write to change the arrangements and suggest a place and time to meet.
- Explain to your friend why you can't go to a concert with her and suggest a different time and place to meet.
- Remind other students in your group that there is no class next week as the teacher is on holiday, but suggest that you meet to study together instead.

- b Exchange messages with a partner and write a reply.

