



social event



client dinner

## Get ready!

1 Before you read the passage, talk about these questions.

- 1 What kind of events do people receive invitations to?
- 2 What information is on an invitation?



hosting

## Reading

2 Read the blog entry. Then, fill in the blanks with the correct words from the word bank.

## word BANK

map RSVP invitation clear

When writing a(n) 1 \_\_\_\_\_ it is important to include all the details of the event. These should be 2 \_\_\_\_\_ to the reader so they can make proper arrangements. To help guests find the event, you can also include a 3 \_\_\_\_\_, though this is optional. Another important section is the 4 \_\_\_\_\_ section, which must include contact details.

## Life as an

## ADMINISTRATIVE ASSISTANT

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**Social events** are a big part of business. When creating **invitations** for these events, the basics are:

## Who, What, When and Where.

1. First, 'who' is **hosting** the event? This should be very clear and placed at the top of the invitation card. Next to the host's name, you should include the name of the company.
2. Second, 'what' type of event is it? Specify if the event is a **product launch**, a client dinner an open ceremony or a **cocktail party**. Then, write further details of the event, such as food and appropriate **attire**.
3. Third, 'when' is the event happening? Write the date, the time the event begins and how long the event will last.
4. Fourth, put 'where' the event will take place. Write the address and enclose a map if necessary.

Finally, it is very important to include **RSVP** information so people can **accept** or **decline** the invitation. Provide a phone number that they can call or an address that they can write to in order to RSVP, as well as a **reply by date**.

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September 16

## Vocabulary

3 Match the words (1-7) with the definitions (A-G).

- |                     |                      |
|---------------------|----------------------|
| 1 ___ attire        | 5 ___ host           |
| 2 ___ invitation    | 6 ___ product launch |
| 3 ___ accept        | 7 ___ cocktail party |
| 4 ___ reply by date |                      |

- A to say yes to an invitation  
 B to organize an event or party for guests  
 C a request for someone to come to an event  
 D an event that introduces a new product  
 E a party at which mixed beverages are served  
 F the latest date that you can respond to an invitation  
 G the kind of clothes worn to an event



## ASSISTANT

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### 4 Place a check (✓) next to the correct response.

1 Did you accept the invitation to the company's product launch?

A — Yes. I'm really looking forward to going.

B — No, I don't use those kinds of products.

2 Do you know who is hosting the event?

A — I think it's Mary Wright, from the Kessler Corporation.

B — It's polite to bring a gift for the host.

3 What attire are guests supposed to wear to this event?

A — I'm sorry, I will have to decline.

B — Something nice, but not too fancy.

### 5 Listen and read the blog again. What information should you include when writing invitations?

## Listening

### 6 Listen to a conversation between a business owner and a secretary. Mark the following statements as true (T) or false (F).

1 — Mr. Brooks is organizing a company conference.

2 — Bergson Corporation has a new cosmetics line.

3 — The event will be held on a Friday evening.

### 7 Listen again and complete the conversation.

**Secretary:** Good morning Mr. Brooks. Is there anything I can help you with?

**Owner:** I need to send out invitations for the product 1 \_\_\_\_\_ next month. Will you write them for me?

**Secretary:** Of course. I'll take down the 2 \_\_\_\_\_. Okay, I'm ready.

**Owner:** I'm hosting it on 3 \_\_\_\_\_ of Bergson Corporation.

**Secretary:** Right, and what is the product?

**Owner:** It's for their new cosmetics 4 \_\_\_\_\_: 'Inspire'.

**Secretary:** What kind of event is it?

**Owner:** It's going to be a cocktail party, very 5 \_\_\_\_\_. There'll be a buffet and a live jazz band.

**Secretary:** Sounds great! When and where?

**Owner:** It's in the main function hall at the Imperial Hotel, Friday 30th April, 8pm until midnight.

**Secretary:** Got it. When would you like the replies by?

**Owner:** Ask them to 6 \_\_\_\_\_ within two weeks from today.

## Speaking

### 8 With a partner, act out the roles below based on Task 7. Then, switch roles.

#### USE LANGUAGE SUCH AS:

*I need to send out invitations for ...*

*What is the product?*

*What kind of event is it?*

**Student A:** You are a secretary. You must prepare invitations for a product launch. Ask Student B questions about:

- type of product
- type of event
- time and place

**Student B:** You are a business owner. Ask Student A to write invitations to a product launch you are hosting. Answer his or her questions.

## Writing

### 9 Use the conversation from Task 8 to complete the invitation.

## Invitation

Host: \_\_\_\_\_

Event: \_\_\_\_\_

Attire: \_\_\_\_\_

Location: \_\_\_\_\_

Date and Time: \_\_\_\_\_

RSVP by: \_\_\_\_\_