

Speaking L2SLO4

Planning an event

Learning Outcome 4: Respond to invitations, suggestions, apologies, directions, and instructions

Language for planning an event

When you plan an event, you need to:

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|---------------------------------|---|
| <i>make invitations</i> | Asking people if they want to come to the event and understanding people's answers. |
| <i>make suggestions</i> | Saying things that you could possibly do at the event. |
| <i>make apologies</i> | Saying sorry for a problem. |
| <i>give directions</i> | Saying how to travel to the place where the event is. |
| <i>give instructions</i> | Telling people how to do something. |

FOCUS ▶ 2.2

A Listen to five conversations with people who are planning an event. Match the conversations (1–5) with the things they do (a–e).

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|----------------|---|
| Conversation 1 | a. making invitations and saying yes or no to an invitation |
| Conversation 2 | b. making suggestions |
| Conversation 3 | c. making apologies |
| Conversation 4 | d. giving directions |
| Conversation 5 | e. giving instructions |

FOCUS ▶ 2.3

B Listen to the five conversations again. Complete the sentences from the conversations with the words you hear.

Conversation 1: What _____ having the event in a restaurant by the sea?

Conversation 2: _____ use your phone to take photos at the event.

Conversation 3: Would you _____ to come to our event on the 1st of October?

Yes, I _____ love to come.

Sorry, _____ I can't come.

Conversation 4: I'm _____ that the tickets are so expensive.

Conversation 5: Turn _____ here and walk _____ the mall. Then you will see the building on your left.

SPEAKING TASK

FOCUS A Work in pairs. You are and your partner are going to plan an event. Discuss your ideas and take notes on these things:

1. Where and when will the event happen and what will be special about it? Make suggestions.

2. What will you say to invite people to the event?

3. People have to pay a lot of money to come to the event. How can you say sorry for this?

4. What directions can you give to guests coming to the event?

5. What instructions do you need to give to guests? For example, things the guests must do at the event.

FOCUS B Work together with another pair. Each pair takes turns:

1. telling the other pair about your event and inviting the other pair to it.
2. saying sorry for how expensive the event is.
3. giving directions to the events.
4. giving instructions for the guests.
5. listening to the other pair's answer to your invitation.

FOCUS C In class, tell other students about your event and say whether the other pair said yes to your invitation in Exercise B.