

## Preparatory English 1

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Learning Unit 4:

# INVITING PEOPLE AND SHOWING HOSPITALITY



# What are we going to learn today?

- Inviting people
- Responding to invitations
- Grammar – Present Continuous Tense



# Discussion:

- Have you been invited to any events?
- How do you invite others to your events?



# How to be a good guest?

| Dos                               | Don'ts                            |
|-----------------------------------|-----------------------------------|
| ✓ Do bring a gift                 | ✓ Don't overstay your welcome     |
| ✓ Do offer to help                | ✓ Don't bring an unexpected guest |
| ✓ Do offer compliments and praise | ✓ Don't be late                   |
| ✓ Do be flexible                  | ✓ Don't be picky                  |
| ✓ Do thank your host afterward    | ✓ Don't point out flaws           |

# What is RSVP?

- The term RSVP comes from the French expression "répondez s'il vous plaît", meaning "please respond". If RSVP is written on an invitation it means the invited guest must tell the host whether or not they plan to attend the party. It means the host needs a definite head count for the planned event, and needs it by the date specified on the invitation.

## Why It's Inconsiderate Not to RSVP

- An incomplete list of respondents can cause numerous problems for a host including difficulty in planning food quantities, issues relating to minimum guarantees with catering halls, uncertainty over the number of party favours and difficulties in planning appropriate seating, among other things. So the next time you see RSVP on an invitation you receive, please call your host and respond promptly.

*Adapted from <http://entertaining.about.com/cs/etiquette/qt/tip122500.htm>*

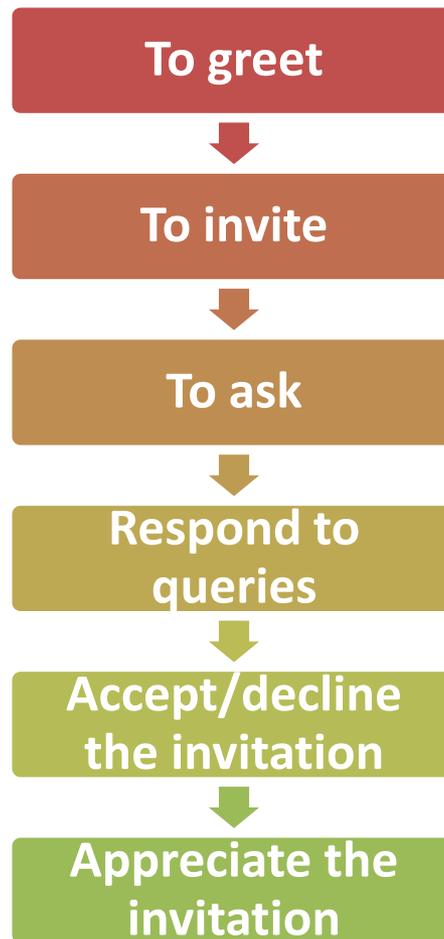


# Expressions related to invitations

- We can extend invitations in various ways depending on the types of the occasions.
- Invitations in the form of questions are usually more informal. For example, “Do you want to go out with me?”
- However, the passive form is usually more formal. For example, “You are cordially invited to our 5<sup>th</sup> wedding ceremony.”



# Structure of extending invitation



# Extending invitations

## Formal expressions

- Please join us for the opening ceremony.
- I would like to invite you to our wedding reception.
- I would be delighted if you could come to our 50<sup>th</sup> wedding anniversary.
- It is a great pleasure to have your company at our event launching.
- You are cordially invited to my birthday party.
- The pleasure of your company is requested at the wedding reception of Alex and Susan.

## Informal expressions

- Do you want to go to the movies tonight?
- Would you like to go to the cinema tomorrow?
- Would you be interested in going to the stadium next Sunday?
- How about going to the movies?
- I was just wondering if you would like to come over for a drink.
- 



# Accepting invitations

## Formal

- It is my pleasure to accept your invitation to your wedding party.
- I accept with pleasure your kind invitation to your event launching.

## Informal

- Sure. What time?
- I'd love to, thanks.
- That's very kind of you, thanks.
- That sounds lovely, thank you.
- What a great idea, thank you.
- Sure. When should I be there?



# Declining invitations

## Formal

- I am sorry. I would not be able to attend your party as I have an important meeting on that day.
- I regret to inform you that I will be away for a business trip on that day.
- It is an honour to be invited to the event but I have to decline because I will be away for a seminar.

## Informal

- I can't. I'm busy tomorrow. Can I take a rain check on that?
- That's very kind of you, but actually I'm doing something else this afternoon.
- Well, I'd love to, but I'm already going out to the restaurant.
- I'm really sorry, but I've got something else on.
- I really don't think I can - I'm supposed to be doing something else.



# Expressions to show hospitality

- Inviting people over to our houses for a meal or a celebration is a common experience. In offices, we have to entertain clients or business associates to build good rapport. Thus, it is important to use appropriate language and gestures to entertain our guests.



# Expressions to show hospitality

|                                       | Formal expressions  | Informal expressions   |
|---------------------------------------|---|--|
| <b>Welcoming guest</b>                | <ul style="list-style-type: none"><li>• Good morning.</li><li>• Good afternoon.</li><li>• Welcome to UNIMAS.</li></ul>  | <ul style="list-style-type: none"><li>• Hi.</li><li>• Hey, welcome...</li><li>• Nice to see you. Please have a seat...</li></ul>             |
| <b>Responding to the host/hostess</b> | <ul style="list-style-type: none"><li>• Thank you for having us here.</li><li>• It is a pleasure to be here.</li></ul>  | <ul style="list-style-type: none"><li>• Thanks for having us.</li><li>• Nice to see you again.</li><li>• Great to be here.</li></ul>         |
| <b>Offering food and drinks</b>       | <ul style="list-style-type: none"><li>• Would you like to have ... ?</li><li>• Shall I get you something to drink?</li><li>• Maybe it's good to have a ... first?</li></ul> | <ul style="list-style-type: none"><li>• Do you want...?</li><li>• Can I get you...?</li><li>• Coke for you?</li><li>• Fruit tarts?</li></ul> |



# Expressions to show hospitality

|  | Formal expressions   | Informal expressions   |
|--|--|--|
| Refusing or rejecting the offer          | <ul style="list-style-type: none"> <li>• No, thank you.</li> <li>• I'm sorry. May I have orange juice instead?</li> <li>• I'm afraid I will have to pass.</li> </ul> | <ul style="list-style-type: none"> <li>• No, thanks.</li> </ul> <p><i>Inappropriate:</i></p> <ul style="list-style-type: none"> <li>• Don't want</li> </ul>  |
| Requesting food and drinks               | <ul style="list-style-type: none"> <li>• May I have some water please?</li> <li>• Can I have something cold/warm?</li> <li>• Do you happen to have ...?</li> </ul>   | <ul style="list-style-type: none"> <li>• Can I have some...?</li> <li>• Can you get me ...?</li> </ul> <p><i>Inappropriate:</i></p> <ul style="list-style-type: none"> <li>• I want....</li> </ul> |
| Commenting on the food or drinks offered | <ul style="list-style-type: none"> <li>• These cookies are lovely.</li> <li>• I haven't tasted such good lemonade before.</li> </ul>                                 | <ul style="list-style-type: none"> <li>• Wow! Delicious.</li> <li>• I enjoyed that.</li> </ul>   |



# Grammar: Present Continuous Tense

- a. We use the Present Continuous Tense to talk about activities **happening now**. Examples:
  - The kids are watching TV.
  - Who are you writing to?
- b. We can also use the Present Continuous Tense to talk about activities **happening around now, and not necessarily this very moment**. Examples:
  - Sally is studying really hard for her exams this week.
  - I am reading a really interesting book now.
- c. The Present Continuous Tense is also used to talk about activities **happening in the near future, especially for planned future events**. Examples:
  - I am seeing my dentist on Wednesday.
  - Are you doing anything tonight?



# Grammar: Present Continuous Tense

| Subject    | BE verb | (Contraction) | Action verb<br>+ ing | Examples                       |
|------------|---------|---------------|----------------------|--------------------------------|
| I          | am      | (I'm)         | Buying               | I'm buying new shoes.          |
| He         | is      | (He's)        | walking              | He's walking up the stairs.    |
| She        |         | (She's)       |                      | She's walking up the stairs.   |
| It         |         | (It's)        |                      | It's walking up the stairs.    |
| Tan        |         | (Tan's)       |                      | Tan's walking up the stairs.   |
| Ana        |         | (Ana's)       |                      | Ana's walking up the stairs.   |
| You        | are     | (You're)      | shopping             | You're shopping with friends.  |
| We         |         | (We're)       |                      | We're shopping with friends.   |
| They       |         | (They're)     |                      | They're shopping with friends. |
| My sisters |         | (They're)     |                      | They're shopping with friends. |



# Present Continuous Tense

Exercise 1: Underline the verbs in brackets in the correct form, either the Simple Present Tense or the Present Continuous Tense.

1. Joanne (works / is working) eight hours a day.
2. Tonight we (see / are seeing) a play at the theatre.
3. Who (do you speak / are you speaking) to?
4. I (don't know / am not knowing) him very well.
5. What will you do if she (comes / is coming) late?
6. My wife (prefers / is preferring) coffee for breakfast.
7. What (do you usually have / are you usually having) for breakfast?
8. My aunt (is preparing/prepares) the party while he is cleaning.
9. Later, Prof. Lee (delivers/is delivering) a public lecture about astronomy.
10. They (are arriving/arrive) in 5 minutes, please get ready.



# Answers

1. works
2. are seeing
3. are you speaking
4. don't know
5. is coming
6. prefers
7. do you usually have
8. is preparing
9. is delivering
10. are arriving

