

Become a global TM with Aspire's Micron Moments!

INVITE YOUR COLLEAGUE OUT AND BUILD RELATIONSHIPS!

There may be times when you would like to ask a global colleague if he/she wants to do something with you or other team members. It may be to join you for lunch, to do a club activity together or to do something at the weekend. If you socialize with your global co-workers, you will get to know them and be able to communicate with them better. Developing positive workplace relationships will make you happier at work and therefore more productive.

Here are some phrases you can use to invite your colleagues:

EXAMPLE LANGUAGE

Formal

- ✓ Would you care to join us for ...?
- ✓ Would you like to ...?
- ✓ I was wondering if you would like to ...?

Informal

- ✓ Do you want to ...?
- ✓ How about (-ing) ...?
- ✓ Do you fancy / feel like (-ing) ...?

Responding to invitations

It's useful to know how to respond to invitations. In particular, when you refuse an invitation, you should try to be polite in order to maintain the good relationship you have with that person.

Accepting invitations

Formal

- ✓ I'd love to. Thank you.
- ✓ That would be nice/great.
- ✓ I'd be delighted to.

Informal

- ✓ Yes / Sure. I'd love to.
- ✓ Thanks / Sure. That sounds great.
- ✓ Great. I'll be there.

Refusing invitations

Formal

- ✓ Thank you for the invitation, but ...
- ✓ I'd love to, but (I'm afraid I've already got plans).
- ✓ That's very nice of you/would be nice, but ...

Informal

- ✓ Sorry, I can't. I've got other plans.
- ✓ Sounds great, but I'm afraid I'm not free.
- ✓ Sorry. Maybe some other time.

EXAMPLE DIALOGUES

Takashi: We are holding a company event this Friday to celebrate the founding of our company. I was wondering if you would like to attend.

Sam: Thank you for the invitation, but I'm afraid I've already got plans for Friday. I've been invited to another party, but I hope your event goes well.

Takashi: Never mind. Maybe another time.

Hiroshi: Some of the team are going out for dinner tonight. Would you like to join us?

Tim: I'd love to. Thank you. What time are you going?

Hiroshi: We're planning to leave work at 6:00 pm. I'll let you know when we are leaving.

Tim: Great. I'm looking forward to it.

Nobue: How about joining us for lunch? We are going to the cafeteria now.

Kate: Sure, I'd love to. I'm looking forward to trying the Japanese food.

Nobue: I'd recommend having the udon noodles. They taste really good.

Kate: Thanks. I think I will.

Yoko: We hold our badminton circle on Fridays. Do you want to come?

Liz: Sounds great, but I'm afraid I'm not free this Friday. I have another plan.

Yoko: No problem. We meet every Friday, so you're welcome to come anytime.

Liz: Thanks. Maybe I'll come next week.

YOUR TURN!

Have small conversations where you invite the other person to do something. You can use formal or informal phrases and either accept or refuse the invitation. See the list of situations below for some ideas.

- 1) There is a new global team member in your department. It will be lunchtime soon.
- 2) You are having a long meeting with a vendor. The vendor is starting to look tired.
- 3) You have been asked to look after a visitor from Boise. This weekend your town will host its local festival.
- 4) Some of your TMs are going to a restaurant tonight after work. You don't think the new TM knows about it.

- 5) There is a ceremony for the opening of a new building at your site. You would like to invite the manager of the construction company to it.
- 6) There is a nice movie on at the movie theater. You would like to go to see it with someone.
- 7) The TMs from your department are having a picnic in the park in spring. A new TM doesn't know about it.
- 8) There is an event onsite to display your team's recent performance. It's your job to ask the site director to come.
- 9) You are a member of the volunteer group at your site. There is an event to clean up local beaches this weekend.
- 10) You would like to play tennis with someone this weekend.
- 11) (Your ideas).



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