

February 2025 OPEN Basic Workshop

Invitations



Invitations

It's a good idea to socialize with your global co-workers to **improve your English skills, develop good working relationships,** and **create a positive workplace environment.** To do this, you might want to invite team members to join you for lunch, to do a club activity together, or to do something at the weekend.

In this workshop, you will learn some useful phrases to **make and respond to invitations.** Then, you will practice using them in some formal and informal situations.

Making Invitations (Formal)



Formal Invitation Phrases

- (I / We) would be delighted if you could ...
- I was wondering if you would like to ...
- Would you care to ...?
- Would you like to ...?

Example sentences

- **We would be delighted if you could** join the opening ceremony of our new factory.
- **I was wondering if you would like to** make a speech at the volunteer event.
- **Would you care to** join us for a barbecue this Saturday?
- **Would you like to** go to the movie theater this weekend?

Responding to Invitations (Formal)

Accepting Invitations (Formal)

- I'd be delighted to.
- That's very kind of you.
- Thank you very much for the invitation.



Declining Invitations (Formal)

- Thank you for the invitation, but I'm afraid (I have prior engagement).
- That would be nice, but (I've already got another appointment).
- I'm sorry, but I don't think I'll be able to make it (due to a scheduling conflict).

Example Conversations (Formal Invitations)

Conversation 1

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

Tim: **Thank you for inviting me.** I'd love to come. 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.

Conversation 2

Takashi: We are holding a company event this Friday to celebrate the founding of our company. **We'd be delighted if you could** attend.

Sam: **Thank you for the invitation, but I'm afraid** I have a prior engagement on Friday. I'm making a speech at another event, but I hope your celebration goes well.

Takashi: I'm sorry you can't make it. You will be missed.

Making Invitations (Informal)



Informal Invitation Phrases

- Are you doing anything ...?
- Do you want to ...?
- Do you feel like (-ing) ...?
- Are you free to ...?
- How about (-ing) ...?

Example sentences

- **Are you doing anything** after today's meeting?
- **Do you want to** join us for a drink after work?
- **Do you feel like** going to a restaurant tonight?
- **Are you free to** get together this Friday?
- **How about** going to the festival this weekend?

Responding to Invitations (Informal)

Accepting Invitations (Informal)

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

Declining Invitations (Informal)

- I'd love to, but I'm busy.
- Sorry, I can't. I've got other plans.
- Sounds great, but I'm not free.



Example Conversations (Informal Invitations)

Conversation 1

Masato: **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.

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

Kate: Thanks. I think I will.

Conversation 2

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

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

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

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



Workshop activity

Have small conversations where you invite another person to do something. See the list of situations for some ideas. You can either accept or refuse the invitation.

Note: The situations have been divided into formal and informal.

Workshop activity 1

Formal situations

- 1) 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.
- 2) There have been some problems with a tool in the clean room. You contact the vendor because you would like to invite them to come to the site to discuss it.
- 3) You have been asked to look after a visitor from Boise. This weekend your town will host its local festival.
- 4) There is an event onsite to celebrate your team's performance. It's your job to ask your department's director to make a speech at the event.

Formal Invitation Phrases

- I/We would be delighted if you could ...
- I was wondering if you would like to ...
- Would you care to ...?
- Would you like to ...?

Accepting Invitations

- I'd be delighted to.
- That's very kind of you.
- Thank you very much for the invitation.

Declining Invitations

- Thank you for the invitation, but I'm afraid ...
- That would be nice, but ...
- I'm sorry, but I don't think I'll be able to make it due to ...

Workshop activity 2

Informal situations

- 1) You are having a long one-to-one meeting with a co-worker. Your co-worker is starting to look tired.
- 2) Some of your TMs are going to a restaurant tonight after work. There is a new TM in your team who doesn't know about it.
- 3) There is a new global team member in your department. It will be lunchtime soon.
- 4) The TMs in your department are having a picnic in the park for a team building activity. You want to invite a new TM to it.
- 5) There is a volunteer event to clean up a local beach this weekend. You are a member of an ERG group at your site. You want to invite a co-worker to this event.
- 6) You belong to the tennis circle at Micron. You know that a new TM likes tennis. You would like to invite them to join it.
- 7) There is a nice movie on at the movie theater. You would like to go to see it with someone.
- 8) (Your idea)

Informal Invitation Phrases

- Are you doing anything ...?
- Do you want to ...?
- Do you feel like (-ing) ...?
- Are you free to ...?
- How about (-ing) ...?

Accepting Invitations

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

Declining Invitations

- I'd love to, but I'm busy.
- Sorry, I can't. I've got other plans.
- Sounds great, but I'm not free.