

O'Connell Advanced Training Solutions  
Easy English for Meetings  
Resource Sheet: Formal and Informal Invitations

**Welcome back!** In the video lecture we discussed formal and informal invitations. Here are some extra activities to keep focused on this point.

<p>To: Robert.Smith@blalala.com From: Jane.Doe@examplecompany.com Subject: Contract Amendment Meeting</p> <p>Attachments: Agenda_23May15_Meeting.doc</p> <p>Hi Robert,</p> <p>It was nice to speak with you today. Thanks for agreeing to meet with me. Just to confirm the date and time of our meeting: Monday 28 September 2015 at 3:00PM. My assistant will let you know which meeting room we'll be using a little later in the week.</p> <p>I'm attaching a list of points to discuss. Give me a call if you have and questions or problems before the meeting.</p> <p>Looking forward to seeing you on Monday.</p> <p>Regards, Jane</p>	<p>To: Robert.Smith@blalala.com From: Jane.Doe@examplecompany.com Subject: Contract Amendment Meeting</p> <p>Dear Mr Smith,</p> <p>It was a pleasure to speak with you today. I'd like to take this opportunity to thank you for agreeing to meet with us next week.</p> <p>I would also like to confirm the date and time of our meeting: 3:00PM on Monday 28 September 2015 in our Boardroom at 155 East 17th Street, North Melbourne.</p> <p>Should you have any questions in advance of our meeting, please do not hesitate to get in touch with me or my assistant.</p> <p>I very much look forward to meeting you next Monday.</p> <p>Yours sincerely, Jane Doe</p>
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**Question:** Which of these emails is formal, and which informal?

**Focus on formal and informal:** Using phrases from the above emails, complete this table.

Formal	Informal
	It was nice to speak with you today.
I'd like to take this opportunity to thank you for agreeing to meet with us...	
	Just to confirm the date and time of our meeting:
	Give me a call if you have and questions ...
I very much look forward to meeting you...	
Yours sincerely,	

New Vocabulary / Notes

**REMEMBER!**  
**INFORMAL DOES**  
**NOT MEAN**  
**IMPOLITE!**

Useful Meetings Phrases - Arranging Meetings	
Informal email - opening	<ul style="list-style-type: none"> <li>- Hi Irene</li> <li>- Hello Martin</li> <li>- Dear Harper</li> </ul>
Informal email - signing off	<ul style="list-style-type: none"> <li>- Cheers</li> <li>- All the best</li> </ul>
Formal email - opening	<ul style="list-style-type: none"> <li>- Dear Dr Culjak</li> <li>- Dear Mr Ward</li> <li>- Dear Prof. Hardy</li> <li>- Dear Ms Smith</li> </ul>
Formal email - signing off	<ul style="list-style-type: none"> <li>- Best regards (<i>neutral, not too formal</i>)</li> <li>- Sincerely (<i>very formal</i>)</li> </ul>
Closing phase ( <i>commonly added before signing off</i> )	<ul style="list-style-type: none"> <li>- Looking forward to seeing you next week. (<i>neutral, not too formal</i>)</li> <li>- I look forward to seeing you next week. (<i>formal</i>)</li> </ul>
Writing emails in English	<p>Please note that the first letter of an email (after the greeting) always has a capital letter:</p> <p><i>Dear Irene,</i> <i>Thank you for your call earlier...</i></p>

### Over to you...

Write an email for each of the situations below, and have a think about whether it should be formal or informal. Use some of the phrases above.

Don't forget!

Send a quick email to Irene re. meeting on Monday.

Confirm date and time (10:00 - 11:30)

Location: boardroom

Need to discuss upcoming advertising campaign and slogan

Can she bring the marketing collateral with her?

Andrew will arrange catering.

### Jacqui's To Do List

Send an email to Mr Schmidt

Confirm meeting on Thursday

Need to discuss tenancy agreement - 5 year extension

2:00PM, our boardroom

555 High Street, Melbourne

Catering will be arranged

Dietary needs?

### New Vocabulary / Notes