

# How to host a formal event

In this lesson you will learn useful phrases for welcoming, introducing, and thanking guests.

## Starter

- 1 Have you ever attended a formal event? How comfortable did you feel? How was it different from an informal event you attended?
- 2 Have you ever hosted a formal event? What was it like?
- 3 What do you wear when you go to a formal event?



## Expressions

1 Richard Glass is director of the La Fontaine Festival of French Film in London. It is the opening night, and he is hosting a reception for the sponsor. Listen to the extracts and answer the questions.

- 1 What is the sponsor's line of business?
- 2 How long has the sponsor been associated with the festival?
- 3 What are the jobs of these people:
  - a George Potter?
  - b Stephanie Abbott?
  - c Didier Ouvrieu?

2 Change the words in **bold** to correct the expressions.

- 1 I'm **delight** you could make it this evening.
- 2 We're **very fortune** to be able to use ...
- 3 I'd like you to **meeting** Stephanie.
- 4 It's an **honourable** to have such a successful partnership.
- 5 I'd like to **introduction** you to George Potter.
- 6 It's my **very great please** to have you all here this evening.
- 7 I'd like to **extension** a warm welcome to ...
- 8 I'd like to **express my heart** thanks to our sponsor ...

## Speaking

- 1 You have just finished hosting an event for sponsors held at a major art gallery in the city. The venue was perfect for the number of guests, the food was delicious, and the gallery owner went out of his way to make the evening a success. All the guests complimented you on an excellent evening. Thank the gallery owner (your teacher).



business one : one

## Language box

We use focus adverbs to highlight key information. The position of the adverb can change the meaning of the sentence:

I've got **just** the present for you.  
(= the present is perfect for you)

I've got the present **just** for you.  
(= it's for you, and no one else)

Damien worked **only** on the lighting.  
(= he didn't work on anything else)

**Only** Damien worked on the lighting.  
(= no one else worked with him)

There is **at least** one distributor interested.  
(= a minimum of)

**At least** there is one distributor interested.  
(= fortunately, happily)

## Hint

Make a polite and enthusiastic invitation by stressing the auxiliary verb.

You **will** be coming along, won't you?

You **must** come along to the premiere!

- 3 Match the expressions in 2 with the functions below.

welcoming people

introducing people to each other

saying how pleased you are

thanking

- 4 Now listen again to check your answers.

- 5 The expressions in 2 are all formal. How could you express them less formally?

- 6 Read this extract from the first dialogue. Why does George change the topic of conversation? What does *incidentally* mean?

Richard Without a sponsor of your calibre, a festival such as this just wouldn't happen. It's an honour to have such a successful partnership.

George Well ... I *incidentally*, how's the festival selling?

## Writing

- 1 Use the prompts below to write a formal invitation.

have the honour of inviting / a dinner / to be held / Kensington / High Trees Hotel / 19.30 / Saturday 16th February.

celebrate fifteen years' collaboration / partners from Milan, designers Gianni Fanone.

also my pleasure / inform you / the reception / hosted by His Excellency the Ambassador of Italy.

- 2 Your company is hosting an event to celebrate the opening of your new, expanded offices in the city centre. Write a formal email to invite guests (e.g. key clients, the media) to the event. Use your notes below.

Date - Friday, March 15th  
Venue - The London Eye  
(note: bring ID for security)  
18.30 - drinks and canapés  
Partners / spouses also invited

You might **even** meet someone famous.  
(= there's a small possibility of meeting someone famous)

**Even** you might meet someone famous.  
(= it's unusual for **you** to meet famous people)

## Look

Look at listening script 24.1 on pages 131-132. Find other examples of phrases using focus adverbs.

## Lesson record

3 new words from this lesson

3 useful phrases from this lesson

1 .....

1 .....

2 .....

2 .....

3 .....

3 .....

Things to remember

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.....  
.....  
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