



มหาวิทยาลัยราชภัฏนครปฐม



1551111

LISTENING AND SPEAKING IN BUSINESS 1



UNIT 5

DIRECTIONS AND

INVITATIONS



LESSON OBJECTIVES

1

Give and ask for directions accurately using common phrases and prepositions of place, demonstrating clarity and politeness.

2

Use appropriate business language to offer and accept invitations

3


Politely decline business invitations using suitable expressions while maintaining a positive tone.

4

Demonstrate their ability to integrate language skills by participating in a role play.



LESSON CONTENT



**Giving and
asking
directions**



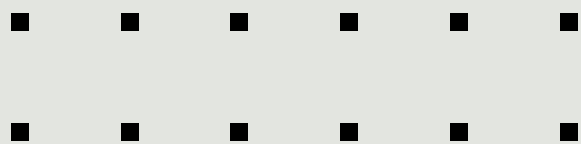
**Inviting and
accepting**



**Declining
invitations**



**Performance
task**





Let's start



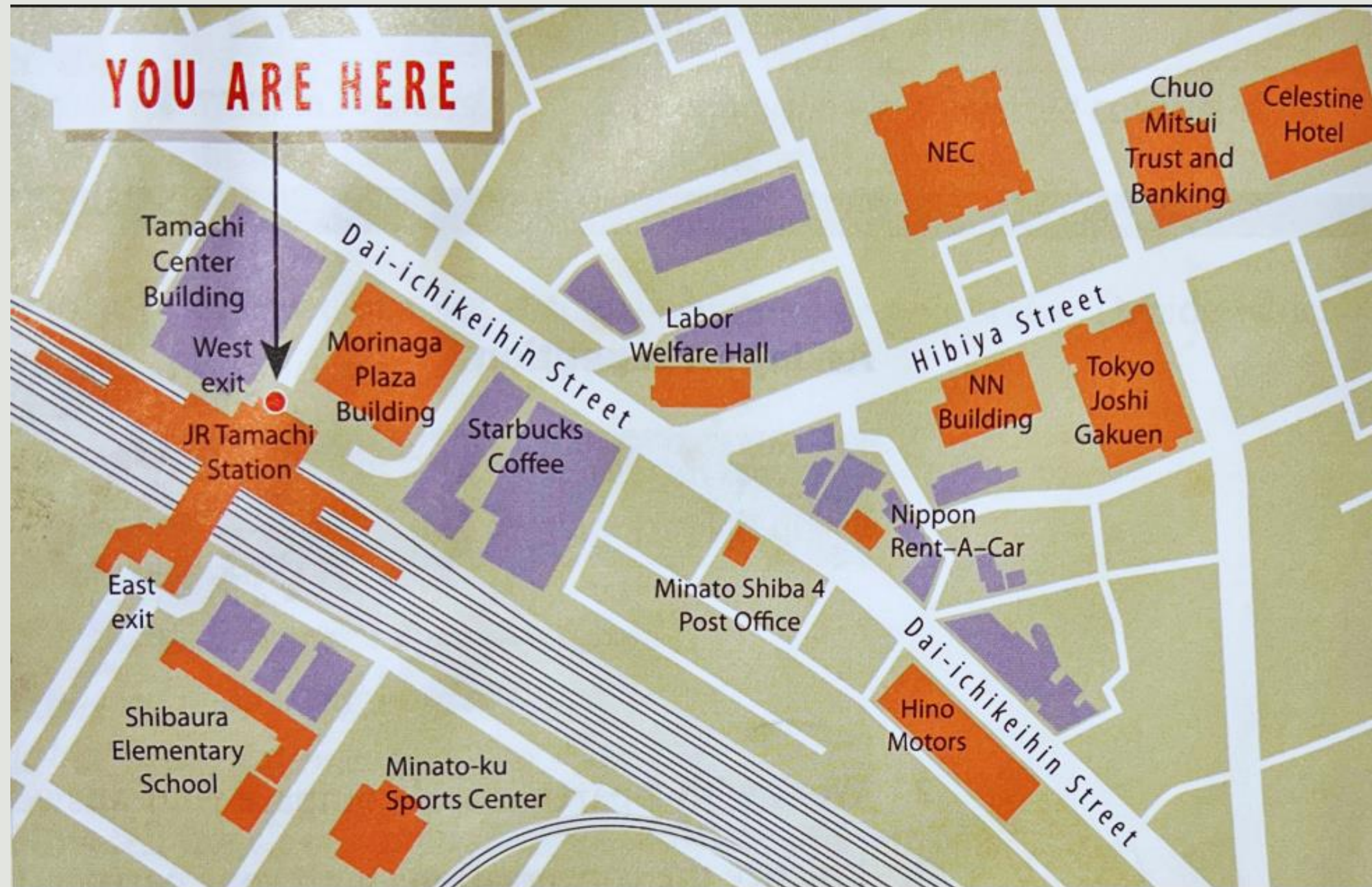
01

GIVING AND ASKING DIRECTIONS



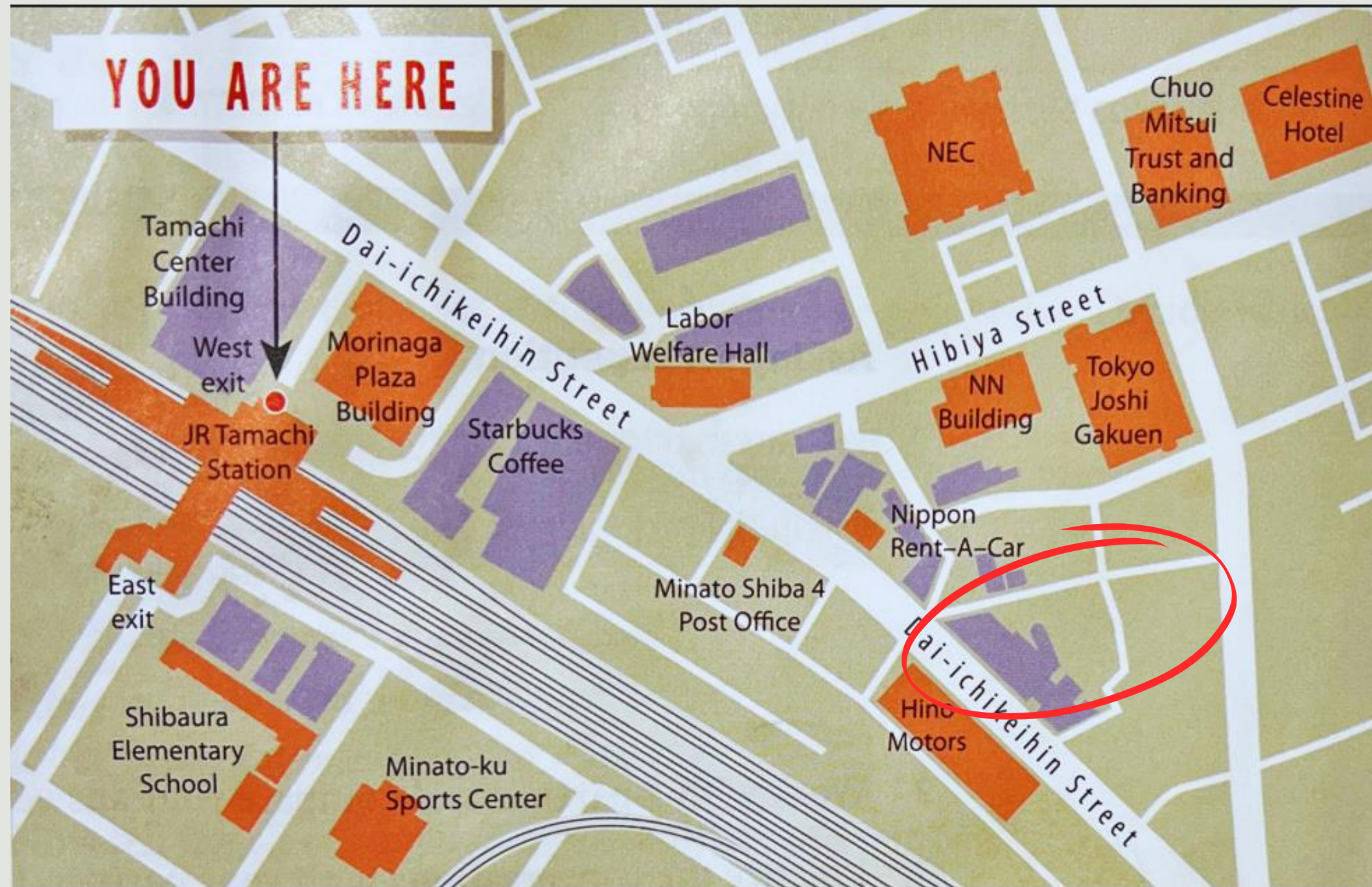
Ms. Kobayashi is telling Mr. Riley how to get to the Shiba Building. Listen and mark the building on the map.

GIVING AND ASKING DIRECTIONS



Ms. Kobayashi is telling Mr. Riley how to get to the Shiba Building. Listen and mark the building on the map.

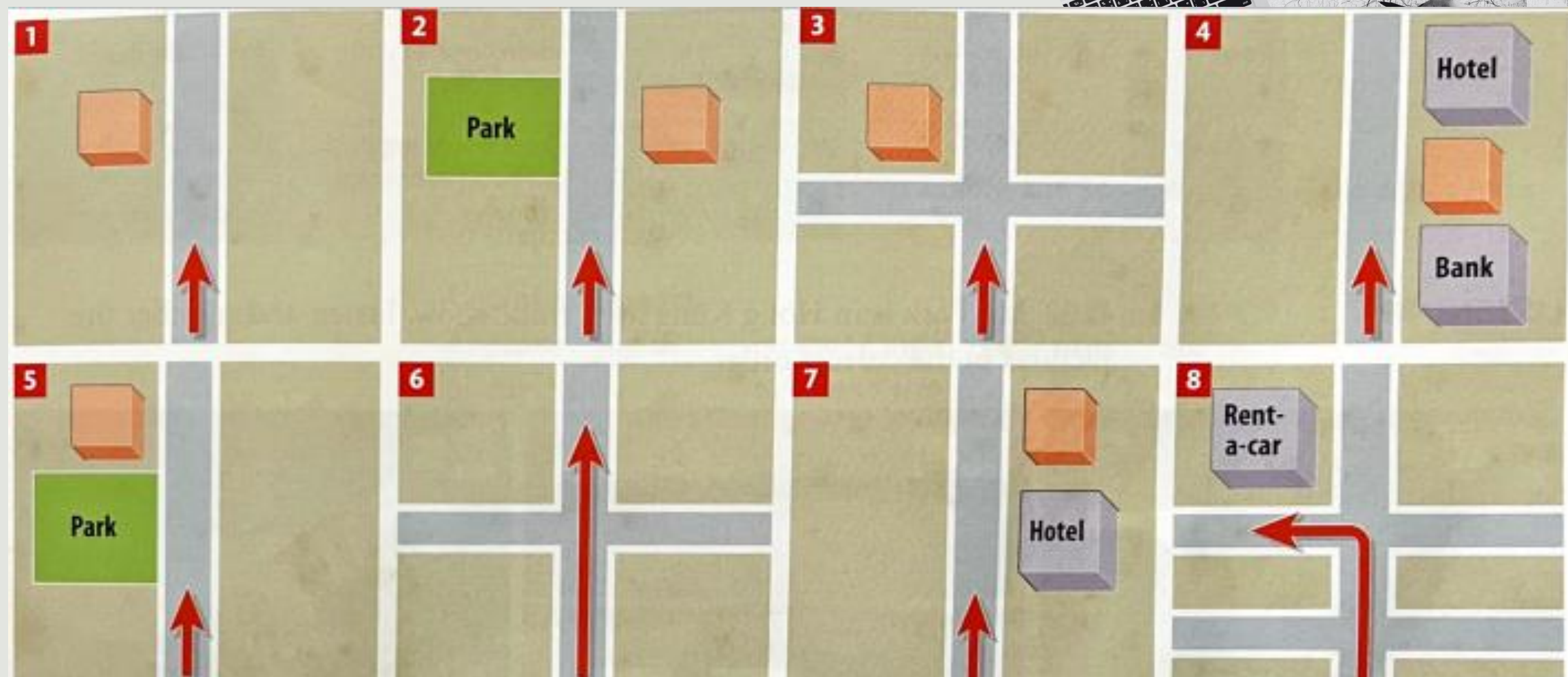
GIVING AND ASKING DIRECTIONS



Match the sentences (a-f) with the maps below (1-8).

GIVING AND ASKING DIRECTIONS

- ___ a. Go straight ahead.
- ___ b. Make a left at the second intersection.
- ___ c. It's on your right, just past the hotel.
- ___ d. It's between the bank and the hotel.
- ___ e. It's across from the park.
- ___ f. It's on your left.
- ___ g. It's next to the park.
- ___ h. It's on the corner.

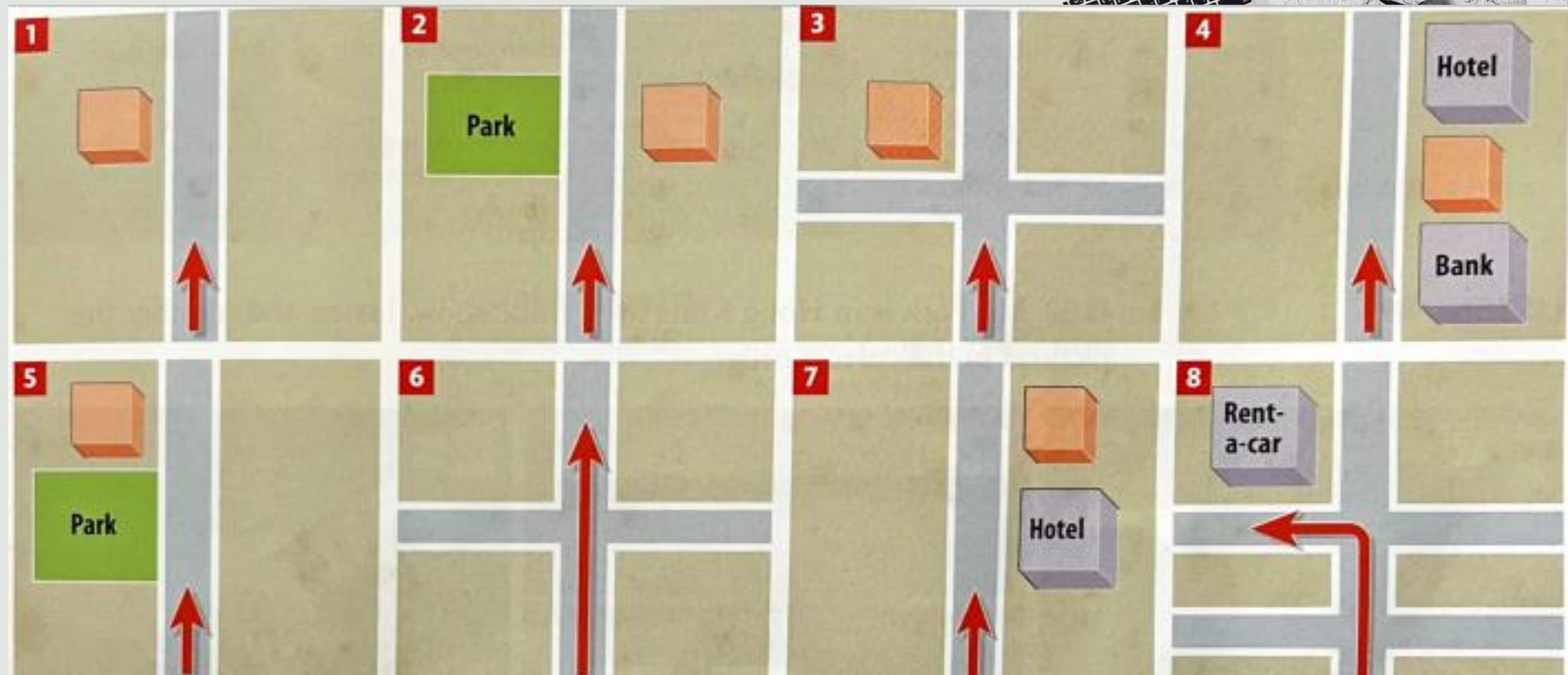


Match the sentences (a-f) with the maps below (1-8).

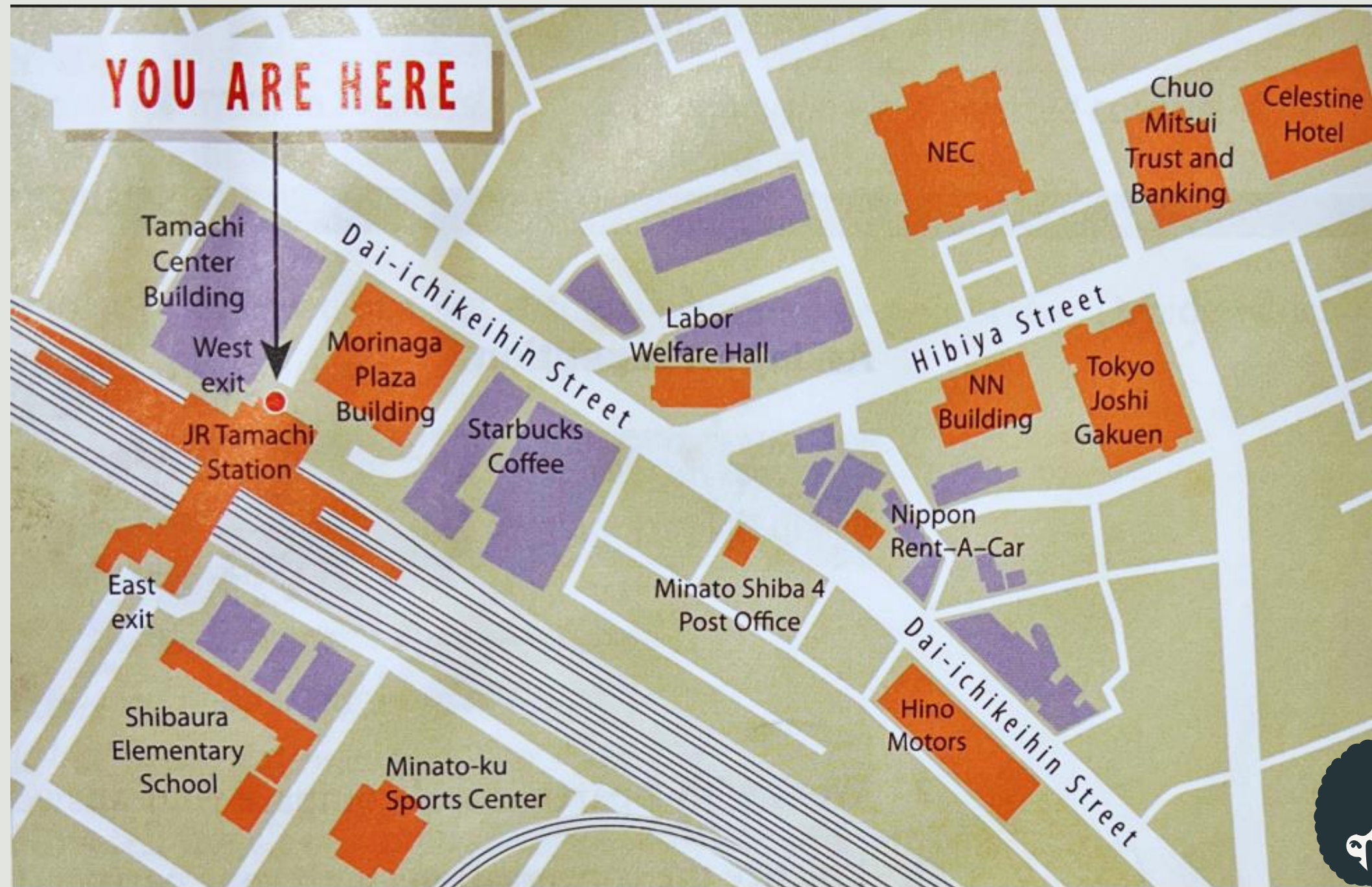
GIVING AND ASKING DIRECTIONS



- 6 a. Go straight ahead.
- 8 b. Make a left at the second intersection.
- 7 c. It's on your right, just past the hotel.
- 4 d. It's between the bank and the hotel.
- 2 e. It's across from the park.
- 1 f. It's on your left.
- 5 g. It's next to the park.
- 3 h. It's on the corner.



Look at the map. Listen and complete the conversation. Then practice with a partner.

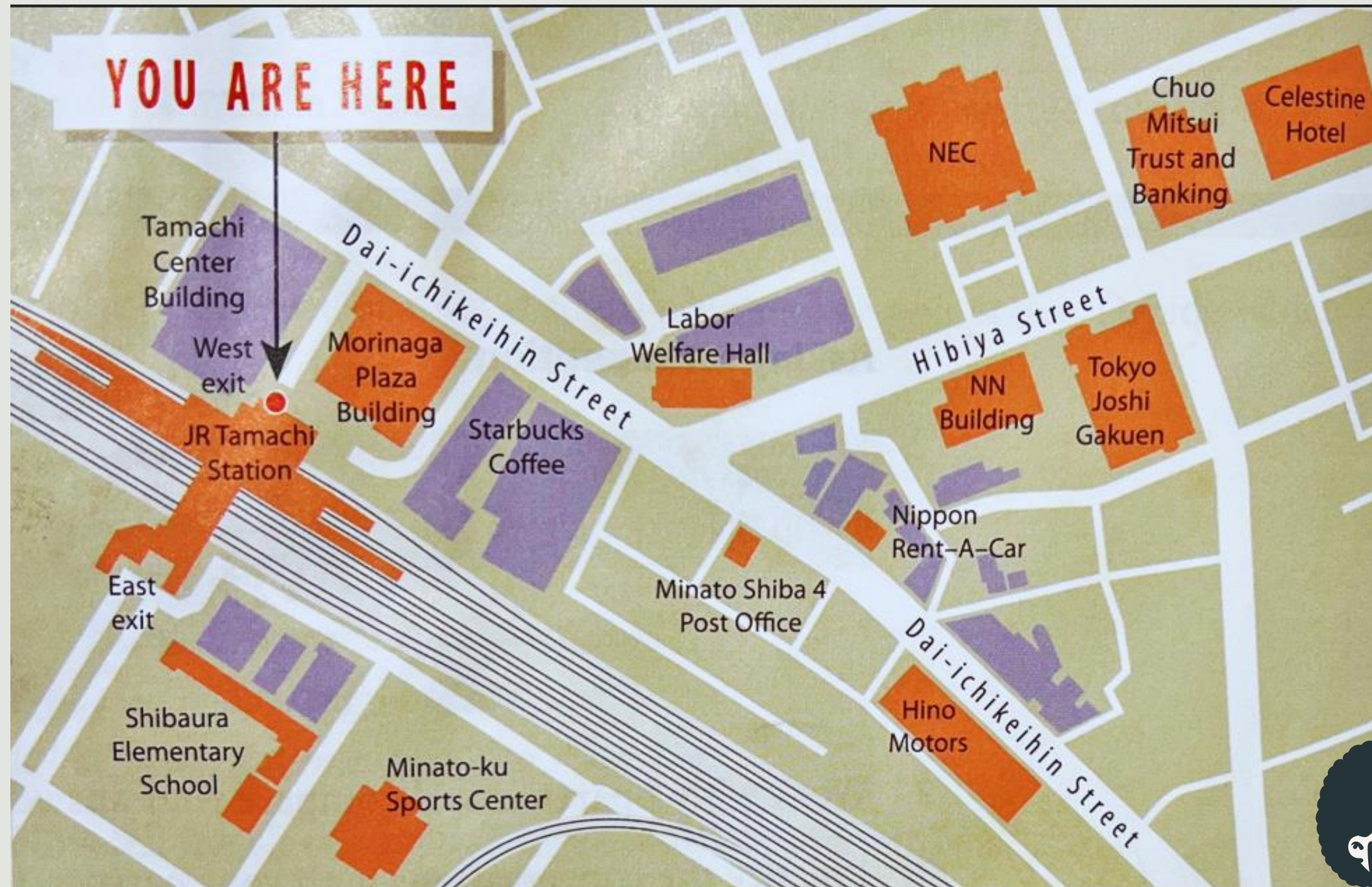


Excuse me. _____
_____ how to get
to the NN building?

Yes. Go out of the station and make a
_____ onto Dai-ichi Keihin Street. Go
_____ the coffee shop, and make a left
into Hibiya Street. The NN building is on
your right, _____ the NEC.

Thank you
very much.

Look at the map. Listen and complete the conversation. Then practice with a partner.



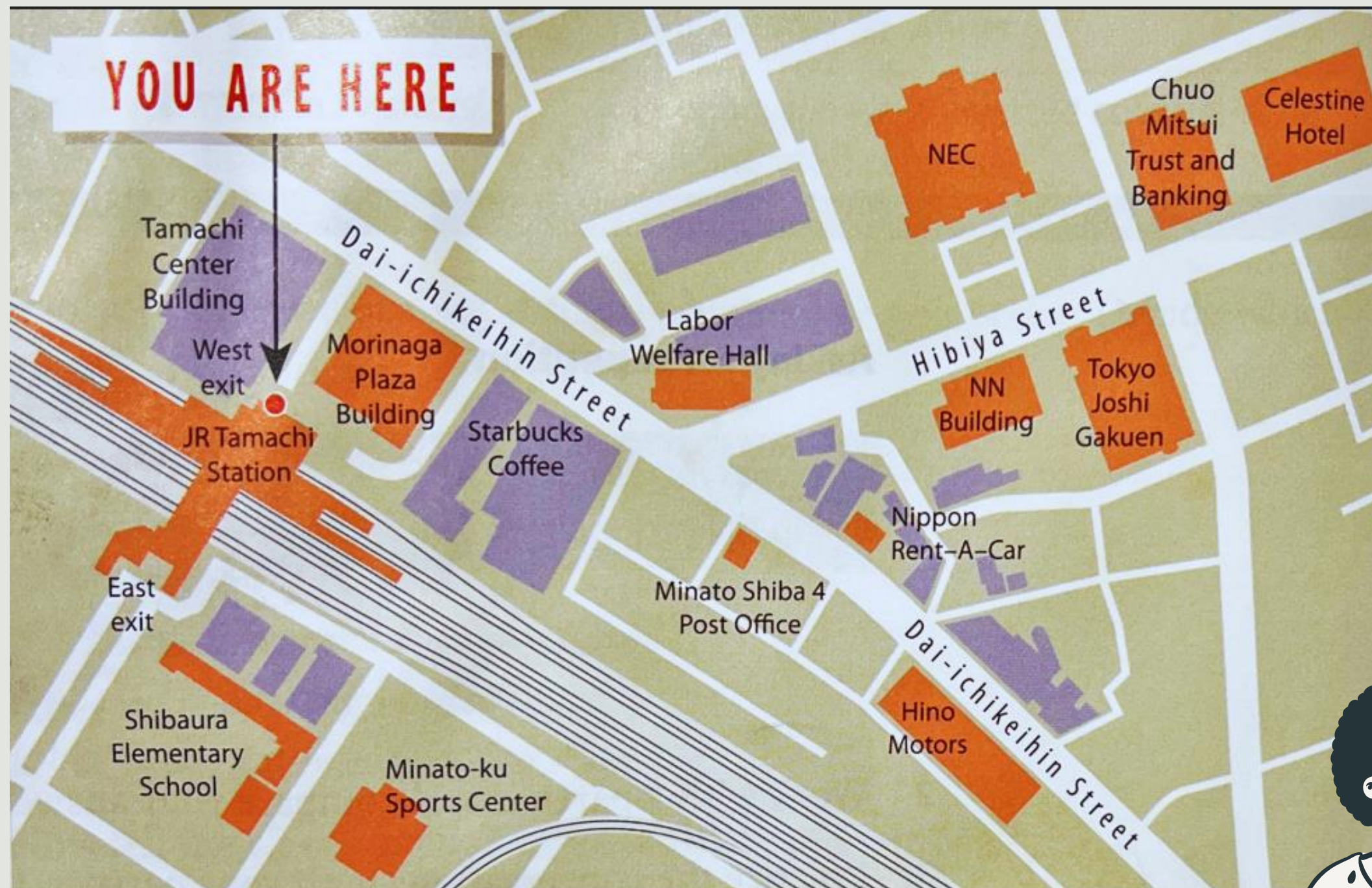
Excuse me. can you
tell me how to get
to the NN building?

Yes. Go out of the station and make a
right onto Dai-ichi Keihin Street. Go
past the coffee shop, and make a left
into Hibiya Street. The NN building is on
your right, across from the NEC.

Thank you
very much.

Work with a partner and ask each other for directions from Tamachi Station to these places:

- a. the nearest post office
- b. the Celestine Hotel
- c. Tokyo Joshi Gakuen
- d. Nippon Rent-a-car



(Barnard et. al, 2015, p. 60)

Excuse me. can you
tell me how to get
to the NN building?

Yes. Go out of the station and make a
right onto Dai-ichi Keihin Street. Go
past the coffee shop, and make a left
into Hibiya Street. The NN building is on
your right, across from the NEC.

Thank you
very much.

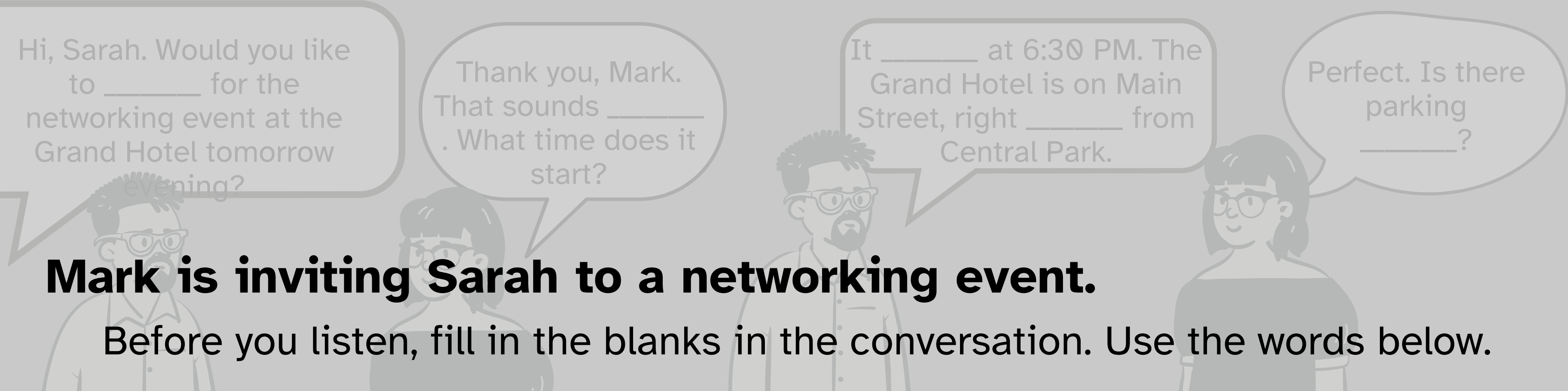




02

INVITING AND RESPONDING





Hi, Sarah. Would you like to _____ for the networking event at the Grand Hotel tomorrow evening?

Thank you, Mark. That sounds _____. What time does it start?

It _____ at 6:30 PM. The Grand Hotel is on Main Street, right _____ from Central Park.

Perfect. Is there parking _____?

Mark is inviting Sarah to a networking event.

Before you listen, fill in the blanks in the conversation. Use the words below.

begins

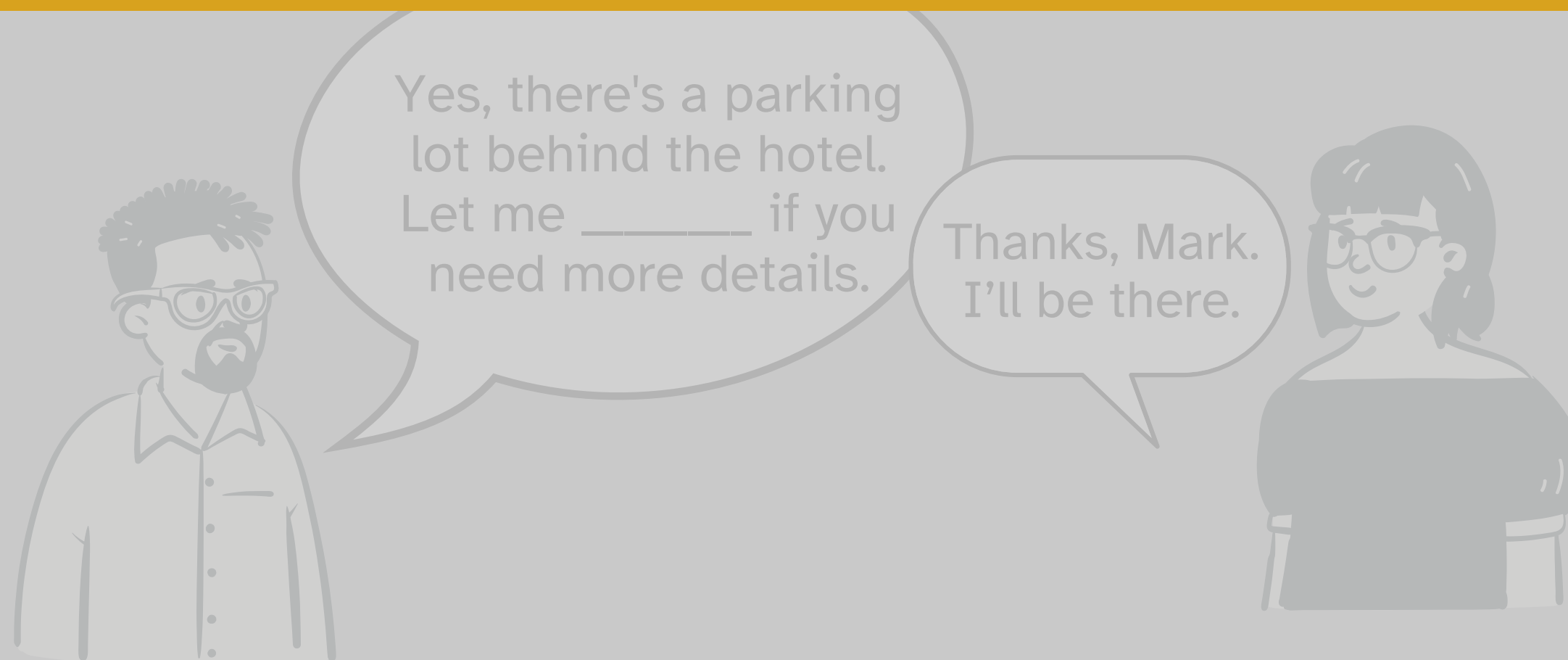
great

join us

across

know

available



Yes, there's a parking lot behind the hotel. Let me _____ if you need more details.

Thanks, Mark. I'll be there.

Hi, Sarah. Would you like
to _____ for the
networking event at the
Grand Hotel tomorrow
evening?



Thank you, Mark.
That sounds _____
. What time does it
start?



It _____ at 6:30 PM. The
Grand Hotel is on Main
Street, right _____ from
Central Park.



Perfect. Is there
parking
_____?



begins

great

join us

across

know


available

Yes, there's a parking
lot behind the hotel.
Let me _____ if you
need more details.




Thanks, Mark.
I'll be there.







Hi, Sarah. Would you like to **join us** for the networking event at the Grand Hotel tomorrow evening?



Thank you, Mark. That sounds **great**. What time does it start?




It **begins** at 6:30 PM. The Grand Hotel is on Main Street, right **across** from Central Park.




Perfect. Is there parking **available**?


Listen and check your answers.




Yes, there's a parking lot behind the hotel. Let me **know** if you need more details.




Thanks, Mark. I'll be there.




Hi, Sarah. Would you like to **join us** for the networking event at the Grand Hotel tomorrow evening?



Thank you, Mark. That sounds **great**. What time does it start?




It **begins** at 6:30 PM. The Grand Hotel is on Main Street, right **across** from Central Park.



Perfect. Is there parking **available**?


Practice the conversation with a partner.




Yes, there's a parking lot behind the hotel. Let me **know** if you need more details.




Thanks, Mark. I'll be there.




Hi, Sarah. Would you like to join us for **the networking event at the Grand Hotel tomorrow evening?**



Thank you, Mark. That sounds great. What time does it start?




It begins at **6:30 PM**. The **Grand Hotel** is **on Main Street, right across from Central Park**.




Perfect. Is there parking available?

Practice the conversation using your own name and the information below:

- seminar at the Mida Hotel on Friday
- workshop at Sheraton Hotel on Saturday
- 7:45 am
- 8:30 am
- at the corner of 7th Street
- on Blue Street, next to the SF mall



Yes, there's a parking lot behind the hotel. Let me know if you need more details.



Thanks, Mark. I'll be there.



03

DECLINING INVITATIONS



A cartoon illustration of a woman with long dark hair, wearing a grey jacket over a white shirt.

Hi, James. We're hosting a client dinner at La Bella Restaurant this Friday. Would you _____ to join us?

A cartoon illustration of a man with a beard and glasses, wearing a dark sweater, holding a small card.

Thanks for _____ me, Emily, but I'm afraid I can't make it. I have a _____.

Emily is inviting James to a client dinner.

Before you listen, fill in the blanks in the conversation. Use the words below.

catch

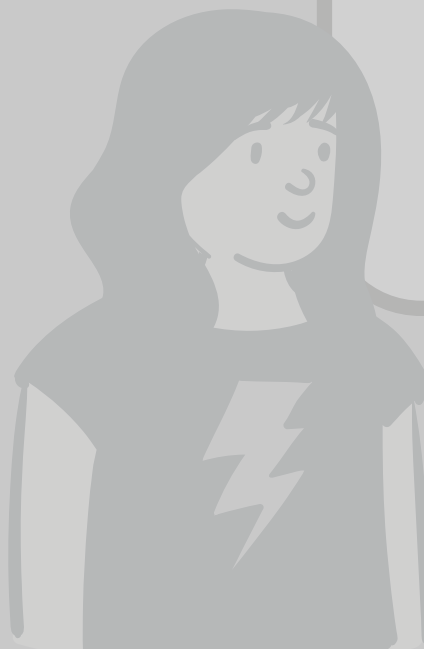
like

make

inviting

presentation

change

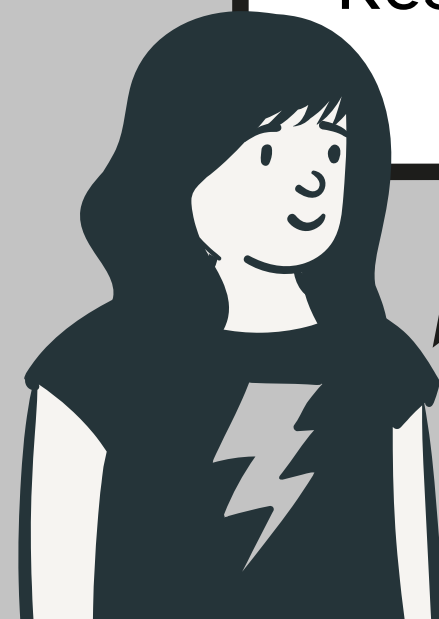
A cartoon illustration of a woman with long dark hair, wearing a grey t-shirt with a white lightning bolt design.

No problem. If you _____ your mind, La Bella is on 5th Avenue, next to the City Library.

Thanks, James.
Let's _____ up soon.

I'll keep that in _____.
Thank you.

A cartoon illustration of a man with a beard and glasses, wearing a dark sweater, holding a small card.



Hi, James. We're hosting a client dinner at La Bella Restaurant this Friday. Would you _____ to join us?

Thanks for _____ me, Emily, but I'm afraid I can't make it. I have a _____.



catch

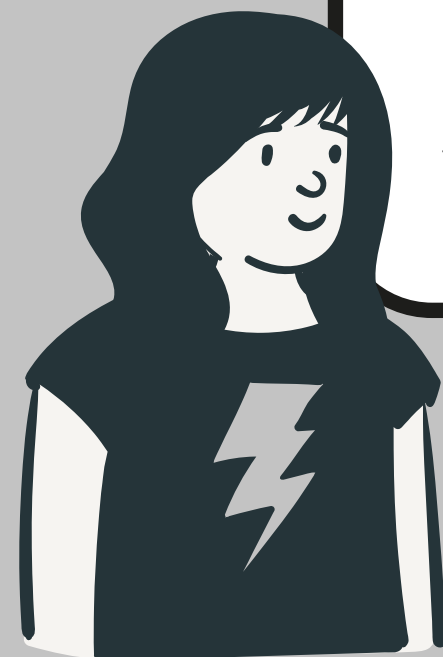
like

make

inviting

presentation

change

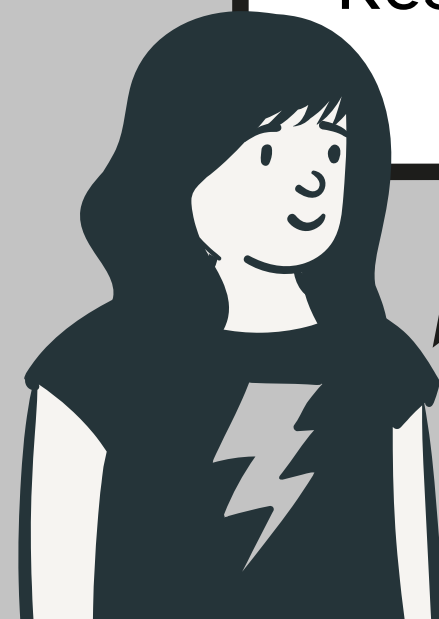


No problem. If you _____ your mind, La Bella is on 5th Avenue, next to the City Library.

Thanks, James. Let's _____ up soon.

I'll keep that in _____. Thank you.



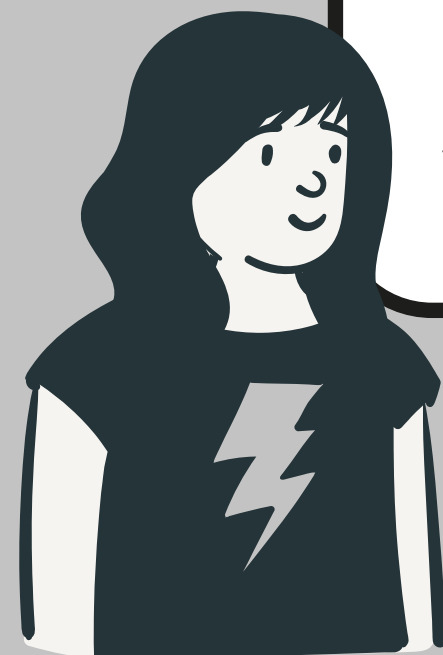


Hi, James. We're hosting a client dinner at La Bella Restaurant this Friday. Would you _____ to join us?

Thanks for _____ me, Emily, but I'm afraid I can't make it. I have a _____.



Listen and check your answers.



No problem. If you _____ your mind, La Bella is on 5th Avenue, next to the City Library.

Thanks, James. Let's _____ up soon.

I'll keep that in _____. Thank you.



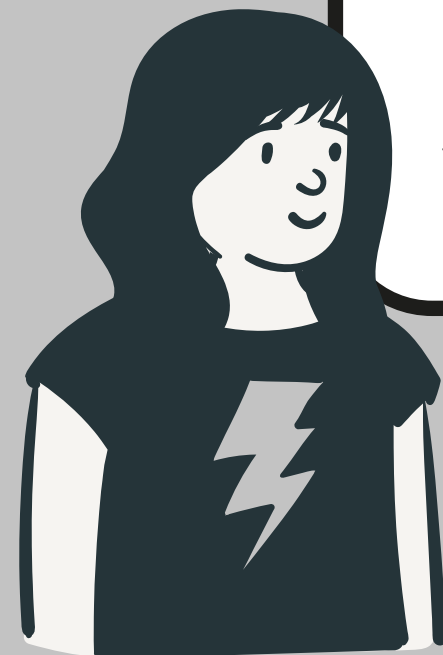


Hi, James. We're hosting a client dinner at La Bella Restaurant this Friday. Would you **like** to join us?



Thanks for **inviting** me, Emily, but I'm afraid I can't make it. I have a **presentation**.

Practice the conversation with a partner.



No problem. If you **change** your mind, La Bella is on 5th Avenue, next to the City Library.

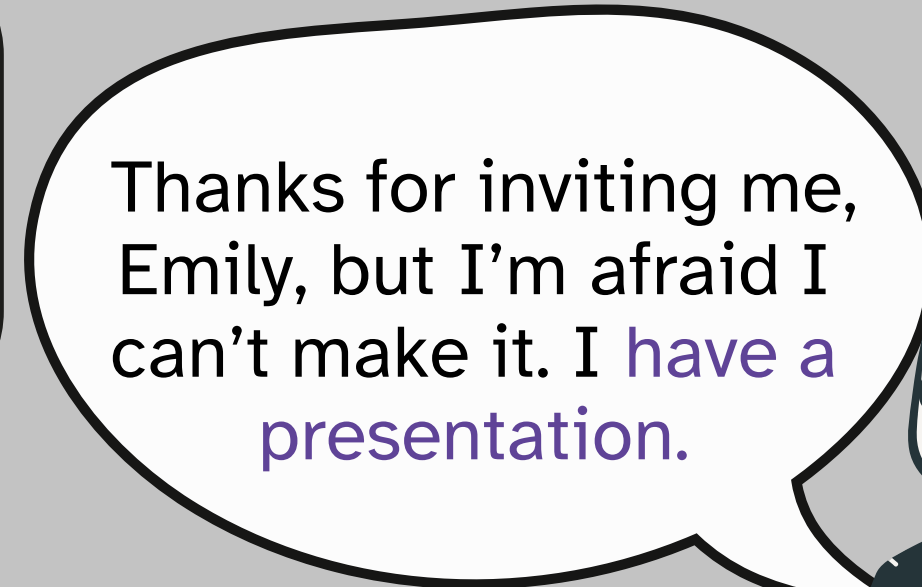
Thanks, James. Let's **catch** up soon.



I'll keep that in **mind**. Thank you, and I hope the dinner goes well!



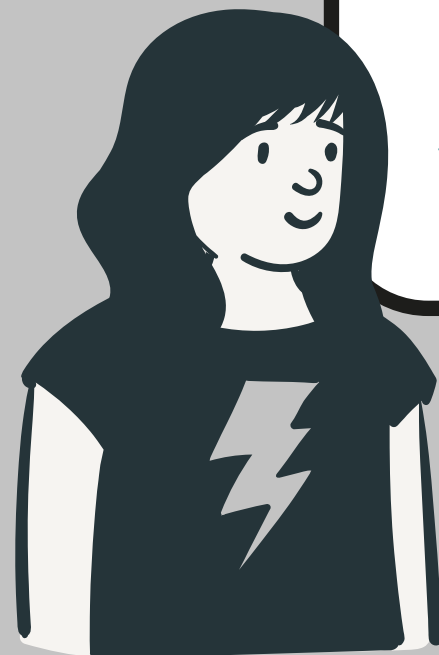
Hi, James. We're **hosting a client dinner at La Bella Restaurant this Friday**. Would you like to join us?



Thanks for inviting me, Emily, but I'm afraid I can't make it. I **have a presentation**.

Practice the conversation using your own name and the information below:

- **having a product launch party on Monday.**
- **visiting Singapore next week.**
- **fly to LA**
- **write a report**
- **at the corner of 7th Street**
- **on Blue Street, next to the SF mall**



No problem. If you change your mind, La Bella is **on 5th Avenue, next to the City Library**.

Thanks, James.
Let's catch up soon.



I'll keep that in mind.
Thank you, and I hope the dinner goes well!



04 | PERFORMANCE TASK

INVITATIONS

USEFUL PHRASES

Inviting:

- Would you like to join us for...?
- We'd be delighted if you could attend...
- I'd like to invite you to...
- Are you free to join us for...?

Accepting an invitation:

- Thank you, I'd love to.
- That sounds wonderful. Count me in!
- I'd be delighted to join. / Sure, I'd be happy to.
- Thanks for the invitation. I'll be there.

INVITATIONS

USEFUL PHRASES

Declining an invitation politely

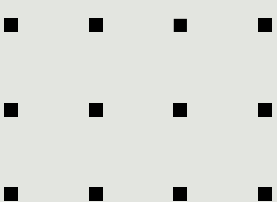
- Thank you for inviting me, but I'm afraid I can't make it.
- I appreciate the offer, but I have a prior commitment.
- Thanks, but I'm not available that day.
- I'd love to, but unfortunately, I have other plans.
- I'm sorry, but I won't be able to attend. Let's catch up another time!

TASK



Giving Directions and Invitations in Business Contexts

- Work in pairs or small groups.
- Create a short role play where you:
 - Invite someone to a business event.
 - Respond by accepting or declining the invitation politely.
 - Include directions to the event location.
- Practice your dialogue, focusing on clear communication and appropriate tone.
- Perform your role play in front of the class.

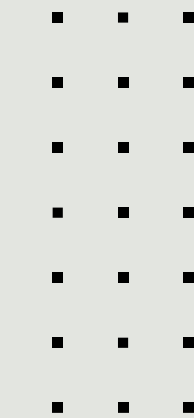


REFERENCES:

Barnard, R., Cady, J., Buckingham, A., & Trew, G. (2015). Business Venture 1. Oxford University Press.

Barnard, R., Cady, J., Buckingham, A., & Trew, G. (2018). Business Venture 2. Oxford University Press.

Helliwell, M. (2016). Business Plus: Preparing for the workplace. Student's Book 1. Cambridge University Press.



A decorative border at the top of the slide consists of several hexagonal tiles. Some tiles contain images of business-related scenes: a person pointing at a laptop screen with a line graph, a 3D pie chart and bar chart, and a modern glass skyscraper. Other tiles are solid colors in shades of maroon and gold.

UNIT 5

DIRECTIONS AND

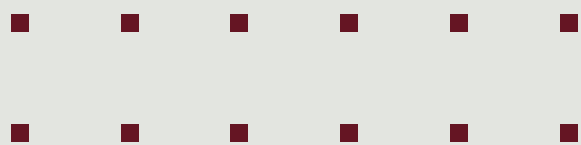
INVITATIONS

Thank you.



UNIT 5 DIRECTIONS AND INVITATIONS

Thank you.





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