# Unit 10 · Invitations

STUDY NOTES

**WHAT THE BLE ASKS**

- **CDC's grid tests skills, not units:** Reading 25 · Writing 20 · Grammar 5
- **Reading 1–2 (seen texts, 5 marks each):** the vacancy announcement; the email; the card
  - facts of each job
  - word meanings
  - who invites whom
- **Reading 3–4 (new texts, 5 + 10 marks):** can be an **announcement** or a **letter or email**
- **Writing**
  - ten punctuation errors (5 marks)
  - guided writing, 5 marks: an **announcement**, such as a vacancy advertisement
  - free writing, 10 marks: a **personal letter** inviting a friend
- **Grammar (5 marks): question tags** to supply (*Let's go now, …?*); **prepositions** in the blanks

## Reading I: Vacancy Announcement

- **Kind: vacancy announcement**: formal, short phrases, all facts; **scan** it:
  - the job
  - whether you qualify
  - how and when to apply
- **Employer: UN Women**, the United Nations Entity for Gender Equality and the Empowerment of Women; equality **enshrined** in the UN Charter; ends discrimination, **empowers** women
- **Wants:** qualified **Nepali citizens**:
  - commitment to women
  - strong will for results
  - honesty
  - teamwork

| | Job 1 | Job 2 |
|---|---|---|
| **Title** | ICT and Administrative Support | Driver |
| **Level** | General Staff (SB-3) | General Staff (SB-2) |
| **Education** | secondary education | SLC/SEE |
| **Must have** | CCNE and MCSE or MCP; **5 years'** experience; fluent English and Nepali | valid driver's **license** |
| **Asset** | bachelor's in Computer Science; ATLAS | **3 years** with an international body, embassy or UN, safe record; fluent English; another UN language |

- **CCNE** Cisco Certified Network Engineer; **MCSE** Microsoft Certified Systems Engineer; **MCP** Microsoft Certified Professional
- **both:** Kathmandu; **1 year**, may be extended; closing **21 November 2021**, midnight, New York time; apply online
- every application needs the **Personal History Form (P11)**; **strictest confidence**
- **inclusive:** a **diverse** workforce; asked to apply:
  - minority and Indigenous groups
  - LGBTIQ people
  - people with disabilities
- **required:** no job without it; **an asset:** helps, but you can apply without it

## Reading II: An email and a card

| | Email | Card |
|---|---|---|
| **From, to** | a boy to his friend | a family to its guests |
| **Sounds** | someone talking | a very polite announcement |
| **Opens** | *Hi Pratik,* | the hosts' names |
| **Asks** | *Would you like to join us…?* | *…cordially request your presence…* |
| **Closes** | *With lots of love,* | *With Kindest Regards* |

**The email (Rahim to Pratik)**

- asks after Pratik and his family; he has enjoyed his holiday
- his father is back after three **tough** years **abroad**, to be his own boss
- next week starting a farm: **poultry** and vegetables
- opening ceremony on **24th May 2023**; *I wonder if you are free…*; asks for a reply

**The card**

- **hosts:** Mr. Bikas Prasad Joshi, Mrs. Honey Joshi
- **occasion: Bratabandha** of their grandson, Mr. Sangam Joshi, son of Manjit and Salina Joshi; **auspicious**
- **venue:** Yak Palace, Kali Marg, New Baneshwor
- **time:** 14th February 2023, 5 p.m. **onwards**
- **R.S.V.P.:** *please reply*: say whether you are coming; a phone number given

## Key words

**vacancy**: a job free for someone to take.
**enshrined**: written down and protected, as if holy.
**elimination**: getting rid of completely.
**discrimination**: treating some people worse, unfairly.
**empowerment**: becoming stronger, taking control of your life and rights.
**beneficiaries**: those who get the good of something.
**commitment**: a strong promise to work for something.
**integrity**: being honest, doing what is right.
**demonstrable**: able to be shown.
**competencies**: skills to do a job well.
**extension**: more time added.
**asset**: a useful or valuable thing or person.
**fluency**: speaking a language easily and well.
**abroad**: in or to a foreign country.
**poultry**: birds kept for eggs or meat.

**delighted**: very happy.
**cordially**: warmly.
**presence**: being in a place; polite for *coming*.
**venue**: where an event is held.
**onwards**: from that time on.

## Grammar: prepositions

- **place:**
  - *on*
  - *in*
  - *next to / beside*
  - *in front of*
  - *behind*
  - *between*
  - *under*
  - *through*
  - *around*
- come **before** the noun (Nepali: after it)
- **at:** a point: *at 7 o'clock, at noon, at night, at sunset*
- **on:** a day or date: *on Friday, on 5 Falgun*
- **in:** a long stretch: *in the morning, in Asar, in winter, in 2015*
- **in:** time from now: *The bus leaves in ten minutes.*
- **before:** earlier than: *before dinner*
- odd ones: ***at** night*; ***on** Friday morning*
- ***on** time* (exactly then) / ***in** time* (early enough); ***at** the moment* (now); ***on** the phone*; ***in** the 21st century*

## Grammar: question tags

1. **helping verb**; none → *do, does, did*
2. **opposite sign**
3. **pronoun** for the subject

| Statement | Tag |
|---|---|
| I am late, | **aren't I?** |
| Let's eat, | **shall we?** |
| Wait for me, | **will you?** |
| Everyone is here, | **aren't they?** |
| Nothing broke, | **did it?** |
| She never sings, | **does she?** |
| He seldom calls, | **does he?** |
| We have two cows, | **don't we?** |

- **positive tag** after:
  - *never*
  - *hardly*
  - *seldom*
  - *rarely*
  - *nobody*
  - *nothing*
  - *no one*
- *everyone, someone, nobody* → **they**; *nothing, everything* → **it**
- *They have agreed not to sell the land*: main verb positive → ***haven't they?***
- voice **falls:** you are sure; **rises:** really asking

## Inviting, accepting, declining

| | Invite | Yes | No |
|---|---|---|---|
| **Formal** | *We would be pleased to have you…* | *Thank you so much for the invitation.* | *Thank you very much for asking, but I'm afraid I can't.* |
| **Everyday** | *Would you like to…?* | *Sure, I'd love to.* | *I'd love to, but I have an appointment.* |
| **Friends** | *Why don't you…? Come and…* | *Yes, that's a good idea.* | *I wish I could, but I have other work.* |

- **kind no:** thank → say no gently → short reason → another time
- a bare *No* or *I can't come* sounds rude
- very casual: *Do you fancy…? I'm in*

## Writing: a vacancy advertisement

- **short phrases;** one full sentence for the invitation to apply
- **Heading:** *Vacancy Announcement*
- **Who is hiring:**
  - name
  - place
  - one line
- **The post:** title, how many: *Office Assistant (1)*
- **Requirements:**
  - education
  - experience
  - skills
- **An asset:** useful, not a must
- **What the job offers:**
  - hours
  - pay
  - contract
- **How to apply:** what to send, where
- **Closing date**

## Writing: an invitation

- answers five questions:
  - **why**
  - **when**
  - **where**
  - **who**
  - **how do I answer?**
- to a friend: open warmly → the news → invite → details
- *Would you like to…? I'd be so happy if you could…*
- end *With lots of love,* + first name; never to an office

## -tion and -sion

- **-tion, -ssion, -sion** after a consonant: /ʃn/ "shun": *action, mission, suspension*
- **-sion** after a vowel: /ʒn/ "zhun": *decision, collision, explosion*
- strong beat **just before** the ending: *deCIsion, occuPAtion*

### COMMON MISTAKES

✗ I am late, amn't I?
✓ I am late, **aren't I**?

✗ Let's eat, will we?
✓ Let's eat, **shall we**?

✗ She never sings, doesn't she?
✓ She never sings, **does she**?

✗ Ram is here, isn't Ram?
✓ Ram is here, isn't **he**?

✗ We have two cows, haven't we?
✓ We have two cows, **don't we**?

✗ in night / on the morning
✓ **at** night / **in** the morning

✗ I deny your invitation.
✓ I **decline** your invitation.

✗ an asset = you must have it
✓ an asset **helps**; *required* is a must