

INVITATIONS

An invitation can be a formal or an informal one. It can be printed on a card or written in the form of a letter.

Keep the following points in mind while writing an invitation.

1. It must include
 - ❖ who (organizer/sponsor) is inviting whom
(name of invitee is optional in formal printed cards)
 - ❖ occasion – its date, time and venue
 - ❖ chief guest (if required)
 - ❖ programme (if required)
 - ❖ RSVP (if required)
2. For a formal invitation/reply use third person.
3. For an informal invitation/reply use first/second person.

FORMAL INVITATION

EXAMPLE: You are a student leader of Green Valley High School, Hyderabad. Draft an invitation for a musical evening to be held in your school.

*The Principal, Staff and Students
of
Green Valley High School
Hyderabad
take great pleasure in inviting you
to
a musical evening
RHYTHM
at 7.00 p.m. on 25 December 2008
in the School Auditorium.
Major General R.K. Diwan will be the chief guest.*

RSVP

Principal

Phone: 27765438

PROGRAMME

Musical Concert 7.00 p.m.

Dinner 9.00 p.m.

A reply to this invitation could be of acceptance or regret.

EXAMPLE

18 December 2008

Mr and Mrs S. Dhawan thank the Principal, staff and students for the invitation to Rhythm on 25 December 2008. They regret their inability to be present on the occasion due to a prior engagement.

INFORMAL INVITATION

EXAMPLE: You are Ankit. You have been given the Best Student of the Year award. Your parents would like to celebrate your success. Write an invitation to a friend.

20 Riverdale
Mussoorie

12 December 2008

Dear Lisa

I have been awarded the title of The Best Student of the Year. My parents are absolutely delighted and so am I. We have organized a dinner at Towering Heights to celebrate my achievement at 8.00 p.m. on 19 December 2008. Please join us for dinner.

I look forward to meeting you.

Yours affectionately

Ankit

An informal reply could be of acceptance or regret.

EXAMPLE

19 High Street
Mussoorie

14 December 2008

Dear Ankit

Congratulations on having been awarded The Best Student of the Year. You deserve it. Thanks for the invitation to dinner at Towering Heights on 19 December 2008 at 8.00 p.m. I shall be there with you and your family to celebrate your achievement.

Yours affectionately

Lisa