

INVITATION

What is an invitation?

It's generally a printed card through which we invite someone/ guests on some special occasion like wedding, birthday, house warming, dinner, inauguration of a shop/ factory.....

There are two types of invitation

Formal

Informal

They can be printed on cards or can be drafted in form of letters

An invitation is a complete information

It answers all the questions; who, whom, when, where, what time and for what

Important components of an invitation

- The occasion
- Name(s) of the invitee(s)
- Name(s) of the host(s)
- Date, time and venue
- Name(s) of the chief guest or special invitees , in case of an official invitation

FORMAT OF FORMAL INVITATION

- ✓ In case of formal invitations each of the following is written in a separate line with fonts of varying sizes
 - name(s) of the host(s)
 - Name(s) of the invitee(s)
 - Formal phrase of invitation, for example
 - ✓ Request the pleasure of your company
 - ✓ Seek your auspicious presence
 - ✓ Solicit your gracious presence
 - The date, time and venue
 - The occasion/reason of the invitation

TYPES OF FORMAL INVITATION

- **Formal invitations can be of two types:**

1. Printed invitation cards, inviting guests to be present on a particular occasion. Such invitations do not include the name of the addressee.

2. Formal typed (handwritten) letter addressed to a VIP invited to preside over a social, cultural and educational function. In these invitations to VIPs, the name of the addressee appears prominently.

- **Formal invitations are formal and polite, pleasant and courteous.**

HOW TO CREATE A FORMAL INVITATION

- 1 HOST LINE/ HOST OF THE
EVENT
- 2 INVITATION REQUEST
- 3 DETAILS OF
EVENT/FUNCTION
- 4 DATE, TIME, VENUE
- 5 INVITEE
- 6 RSVP/PHONE
NUMBER/ADDRESS
- 7 OTHER RELEVANT DETAILS

MR & MRS RAJ KARAN
request the pleasure of your benign presence
on the auspicious occasion of the
FIFTH BIRTH ANNIVERSARY

of
their son

NIKHIL

at their residence
38, Kamal Kunj, Varanasi
at 4.30 p.m.

on
28TH DECEMBER, 20XX

R.S.V.P.

Mr & Mrs Raj Karan

Phone: 25234761

M/S SHYAM LAL & SONS
announce the opening of
GALAXY NOVELTIES
a general store
in Geetanjali Enclave, Dwarika, Delhi

INAUGURATION

on
SUNDAY, THE 19TH OF OCTOBER, 20XX

At 11 a.m.

All are cordially invited

Visit for all kinds of Grocery & Domestic items

AVAIL INAUGURAL DISCOUNT OF 10% ON ALL GOODS

R.S.V.P

Galaxy Novelties

Phone: 011-27543201

Mr & Mrs K.S. Bhardwaj
request the pleasure of your company
on the auspicious occasion of the

MARRIAGE

of
their daughter

NIVEDITA

with

AKHILESH

(S/o Mr & Mrs S.M. Joshi of Nainital)

on

FRIDAY, THE 25TH MAY, 20XX

at

HOTEL KUNAL, NEW DELHI

PROGRAMME

Friday, the 25th May, 20XX

Reception of Barat	8.00 p.m.
Dinner	9.00 p.m.
Wedding Ceremony	11.00 p.m.

Saturday, 26th May, 20XX

Doli	5.00 a.m.
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RSVP

Bhardwaj Chemicals, Faridabad

Nive Cosmetics, New Delhi

Phones: 25126457, 24752485

With best compliments from

All Relatives

&

Friends

The Principal, Staff and Students
of
NEWTON PUBLIC SCHOOL, NAGPUR
solicit the pleasure of your company
on
the auspicious occasion
of
THE ANNUAL FUNCTION
of their school
at

11 a.m. on Saturday, the 15th November, 20XX

Dr M.M. Joshi, HRD Minister, Govt. of India

will be the chief guest and give away the prizes to the students.

RSVP

Principal

Newton Public School, Nagpur

Phone: 325468

FORMAL INVITATION LETTER

- On 30th November, your school is going to hold its annual sports day. You want Mr. Dhanraj Pillai, a noted hockey player to give away the prizes to the budding sportspersons of the school. Write a formal invitation in about 50 words requesting him to grace the occasion. You are Karuna/ Karan, Sports Secretary, Sunrise Global School, Agra.
- Answer:
Sunrise Global School
Agra

01 November, 20XX

Sir

Subject-invitation letter

Our school is organising its Annual Sports Day on 30th November, 20XX. Your gracious presence will act as a catalyst and inspire us all. You are requested to hand over the prizes to the budding sportspersons of our school in our school ground at 2 pm.
Kindly confirm your availability by 20 November.

Yours sincerely
Karuna/ Karan
Sports Secretary

• B. INFORMAL INVITATIONS

• **Main Characteristics:**

Informal invitations follow the pattern of ordinary personal letters. These letters are written to relatives, friends and acquaintances.

1. These letters are first/second person presentations.

1. Personal feelings and emotions find an expression.

2. The writer's address is given in the usual place.

3. The salutation is usually "Dear' plus "Name'.

4. The date of writing is given, but the year is generally omitted.

5. The style and tone are relaxed and informal.

6. Different tenses are used as the sense demands.

7. The complimentary close is: 'yours sincerely'.

A sample of informal invitation

You are Manoj. You are going on a picnic with a group of your classmates to Kama Lake, near Karnal. Write an informal invitation to your friend Mohit to join you on that day.

Answer:

2436 Urban Estate

Sector-15

Karnal

25 Aug, 20XX

Dear Mohit

You will be pleased to learn that we have devised a way to beat the heat. I, along with five of my classmates, have decided to go on a picnic to Kama Lake this Sunday, i.e., 30th August, 20XX. We'll assemble at my house at 8 a.m.

Do join us and have fun.

Yours

Manoj



Thank
you