

Invitation

An invitation is a request, a solicitation, or an attempt to get another person to join you at a specific event.

It can be in the form of an invitation card which is generally considered as a formal invitation or it may be in the letter format which is more informal **(not necessarily so all the time).**

Format of a formal invitation

The format shall include-

1. Name of the host
2. Standard expression (E.g., request the pleasure of your company, solicit your gracious presence)
3. Purpose of the invitation
4. Name of the honouree
5. Day, date and time of the event- Dates must be written in letters and you should not use abbreviation.
6. Name of the place, location with complete address- Enter the address, the venue of the party or event
7. RSVP (Respond if it pleases you)- Include an RSVP – this elegant abbreviation comes from the French phrase “Répondez, s’il vous plait”; which in English means “Please respond”. An RSVP is essential at parties where you need to know exactly who will come, so you can organize things accordingly on the basis of their convenience.
8. Telephone or mobile number or address of the host
9. Any other relevant details

Format of an informal invitation

SENDER'S ADDRESS- The sender's address is usually put on the top right-hand corner of the page.

DATE (In expanded) – The sender's address is followed by the date just below it, i.e. on the right side of the page. This is the date on which the invitation is being written. It is to be written in expanded form.

RECEIVER'S ADDRESS

SUBJECT- Then we sum up the purpose of writing the invitation in one line. This helps the receiver focus on the subject of the invitation in one glance. It is important to underline the subject.

SALUTATIONS- This is where you greet the person you are addressing the invitation to.

———BODY———

COMPLEMENTARY CLOSURE- Mention the name given in the question paper. Do not mention your personal details.

DESIGNATION

Features of a Formal invitation are as follows-

1. The invitation should be written in third person and not in first or second person.
2. Simple present tense is used.
3. A polite and courteous tone should be used.
4. It is a single sentence presentation.
5. No signatures required.

6. Dates must be written in letters and you should not use abbreviation. However, date of writing must not be mentioned.
7. It ought to explain why the party or event is being held, “to celebrate...” or “to honour...”
8. Length as per CBSE guidelines is limited to 50 words.
9. It is generally enclosed in a box.
10. It should answer to the 5Ws:
 1. WHAT- The occasion
 2. WHEN- Date and time
 3. WHERE- Venue
 4. WHO- Name of the host

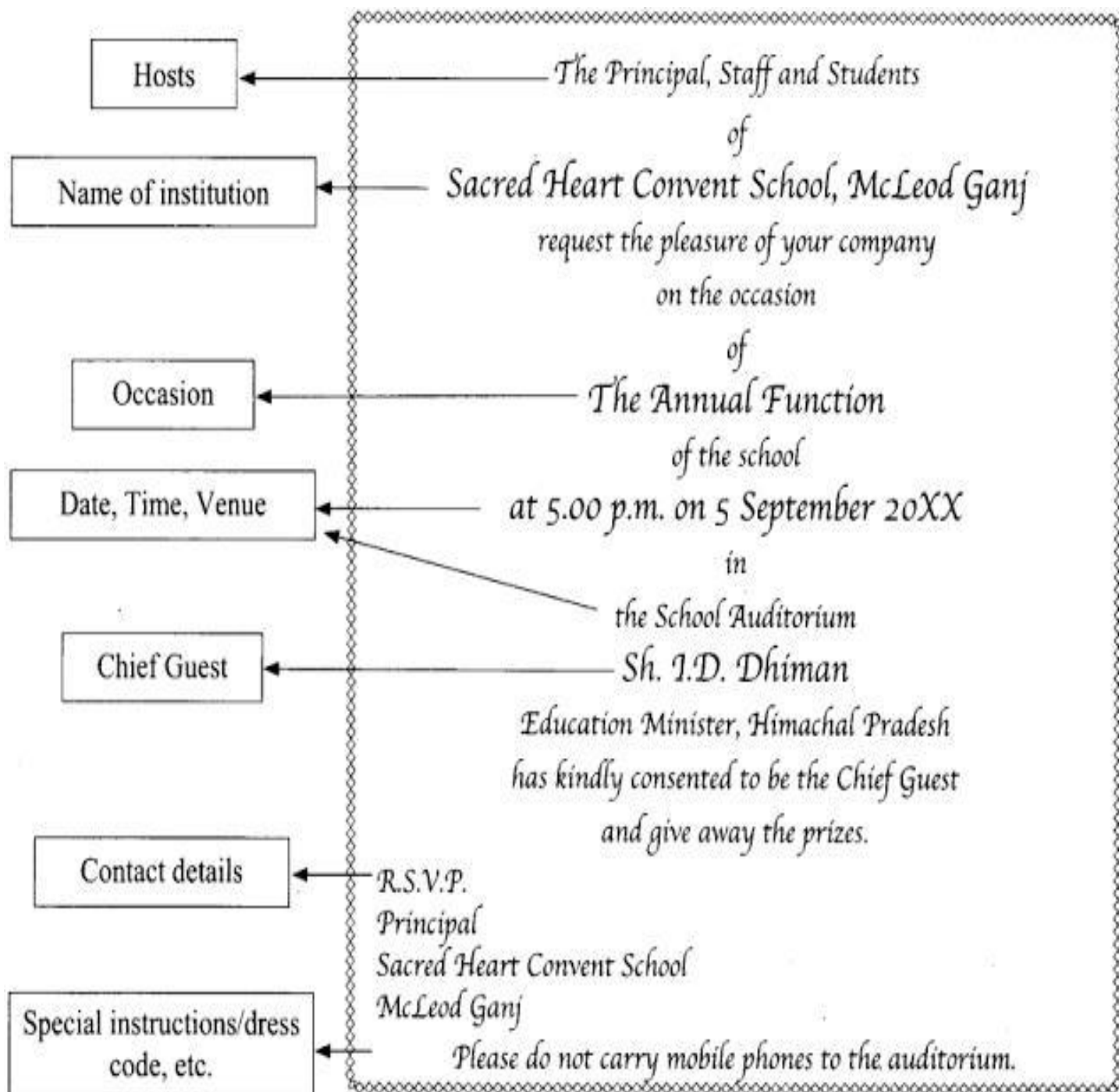
Features of an informal invitation are as follows-

1. They are written to friends, relatives, and acquaintances.
2. They follow the pattern of ordinary personal letters.
3. They are written in first/second person.
4. The style and tone is relaxed and informal.
5. Different tenses are used as per the demand.
6. The letter can be elaborate explaining the details of the event.

Reply

The main characteristics of a formal reply are as follows:

- **Acknowledge the invitation.**
- **Express thanks in the third person.**
- **Mention acceptance/regret.**
- **Specify the reason for the refusal.**
- **Be brief and specific.**
- **be formal in tone and treatment.**



The Principal, Staff and Students
of
ZODIAC SR. SEC. SCHOOL, OOTY
invite you on the
SILVER JUBILEE CELEBRATIONS
of their school
on
SUNDAY, THE 26TH OCTOBER, 20XX
at
10 a.m.
in
THE SCHOOL AUDITORIUM
MRS M. KAMATH
FOUNDER PRINCIPAL OF THE SCHOOL
has kindly consented to preside over the function
and give away prizes/mementoes

RSVP

Principal

Phone: 0421-4521; 0421-3475

Programme overleaf

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

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

Inviting a Person as a Judge

St. Martins School
Ram Mandir Road
Vir Park
Mumbai : 4000XX

6th September 20XX

Mr Rahul Sudama
Principal
Stephen's School
Mumbai

Sub : Invitation to Judge 'Inter School Debate 20XX'

Respected Sir,

St. Martins has been given the privilege of hosting this year's "Inter School Debate 20XX".

We would be greatly obliged if you could spare time from your busy schedule and be the Chief Judge for the event. The programme is on 25th September 20XX, between 9.30 a.m. – 3.30 p.m. in the school auditorium.

Kindly confirm your availability at the earliest and oblige. Please send an email to smartins.school@yahoo.com.

Yours Sincerely

Normal Kaur

HOD. Dept. of English

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

Informal Invitation

Example 1:

You are the Director of Apex Orientations, a leading name in postal coaching for competitive examinations including IIT-JEE and CBSE-PMT. Write letters to the principals of some prestigious schools inviting the names of two brilliant students from each institution to attend their Counselling Session free of cost.

Answer:

APEX ORIENTATION

38-A, Old Rohtak Road,

Karol Bagh,

New Delhi-110005

Ph: 25384077, 25381077

25th March, 20XX

The Principal

ABC School

Delhi

Sir/Madam

Sub: Free Counselling Session

Apex Orientation is a leading name in postal coaching for competitive examinations. We regard your school as one of the prestigious institutions of Delhi. We shall deem it a personal favour if you recommend any two of your brilliant students to attend our Career Counselling Session for IIT-JEE and CBSE-PMT to be held on 10th April, 20XX. The participation will be free of cost.

Kindly send your recommendations by the 7th April.

Ritu Nanda

Director

Example 2:

You are Sachin Bansal, the Head Boy of Springdales Public School, Gurgaon. Your school is holding an inter-school T-20 cricket championship from 2 Oct. to 8 Oct., 20XX. Write a formal invitation to Sh. B.S. Bedi, the

legendary cricketer, to inaugurate the championship on 2 Oct. 20XX at 10 a.m. at your school grounds.

Answer:

Springdales Public School

Gurgaon

25 Sept. 20XX

Sh. B.S. Bedi

2/27 Jorbagh

New Delhi

Sir

Sub: Inauguration of Cricket Championship

Our school is holding an inter-school T-20 cricket championship from 2 Oct. to 8 Oct. 20XX. All the schools of the area are likely to participate. Your presence in our midst will act as a catalyst and inspire us. You are requested to inaugurate the championship on 2 Oct. 20XX at 10 a.m. in our school grounds.

Kindly confirm your availability by 30 Sept.

Yours faithfully,

Sachin Bansal

Head Boy

27 Appletree Orchard
Mangalore

Nov. 11, 2012

Dear Priyanka

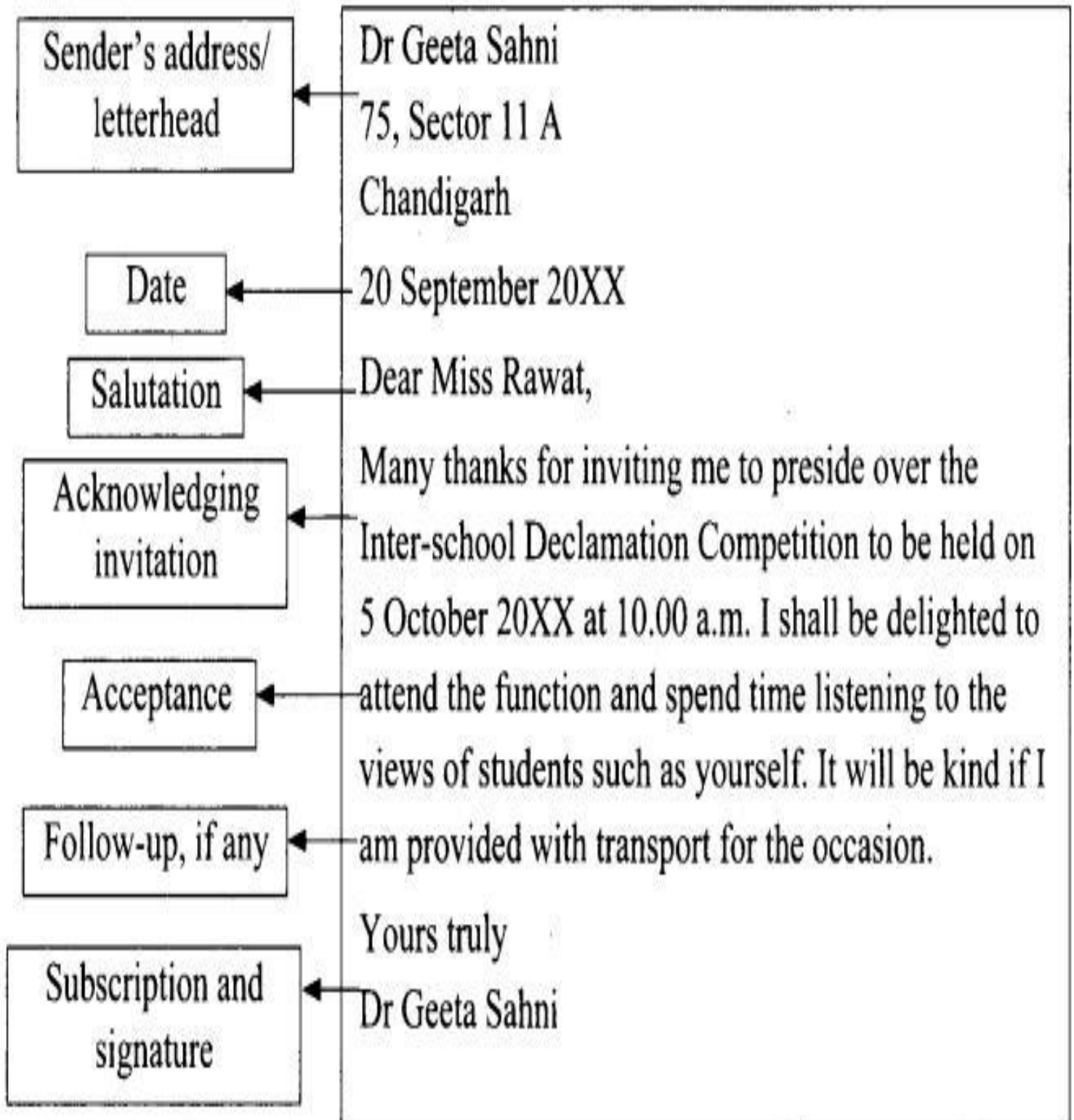
We have much pleasure in inviting you to the 21st birthday party which we are organising for our son, Rahul, at 6.30 p.m. on November 20th at our residence.

We very much hope you will be able to come.

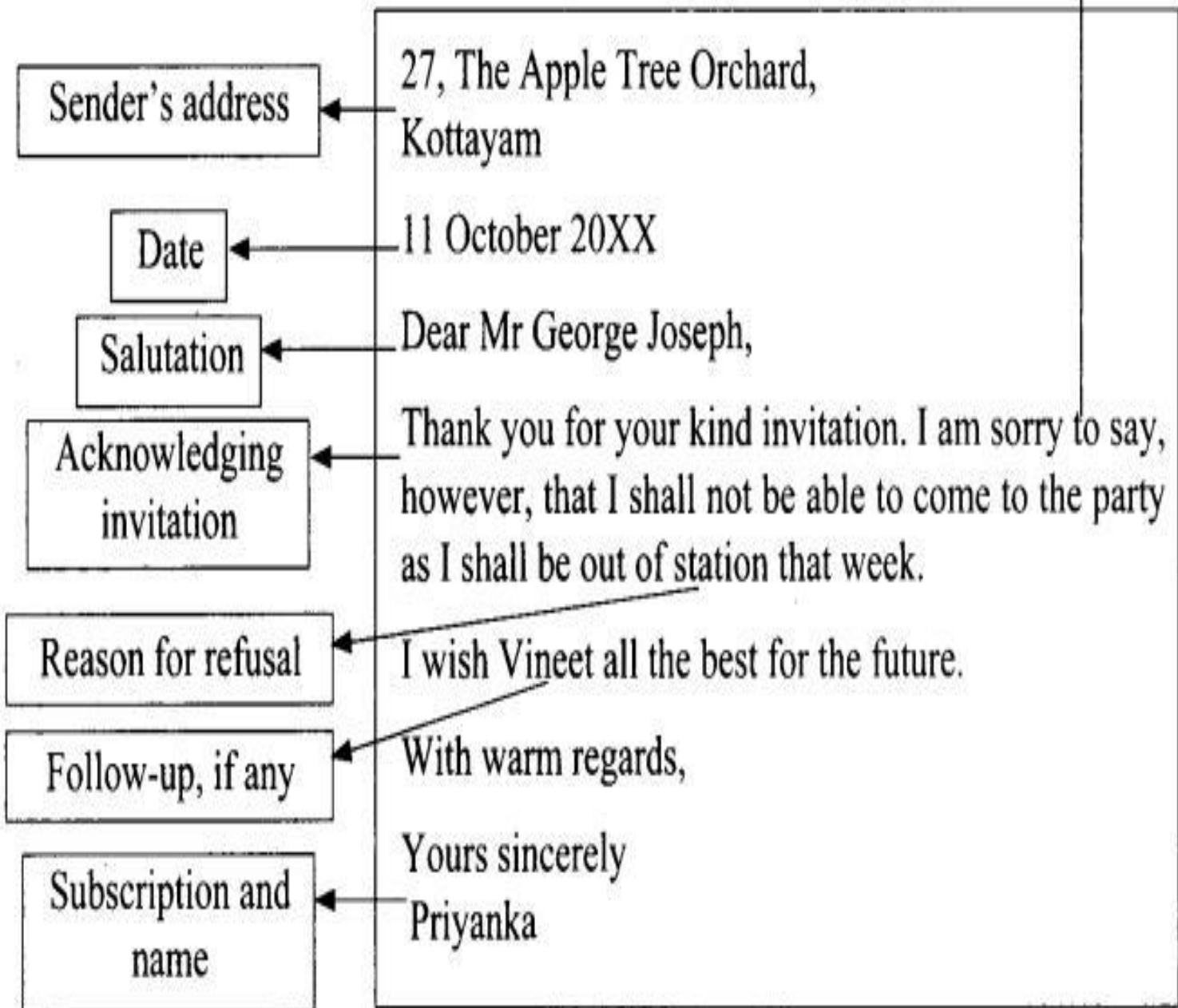
Yours sincerely
R. Vaidyanathan



Replies



Refusal



DECLINING

24 Hamanghatta

Mangalore

15th November 2012

Dear Mr. Vaidyanathan

Thank you for your kind invitation to attend the birthday party of your son, Rahul on 20th November. I am sorry to say, however, I shall not be able to come to the party as I shall be going out of station that week. I wish Rahul many happy returns of the day and all the best for future.

With warm regards

Yours sincerely

Priyanka



