

INVITATION WRITING
CLASS- 12

An invitation is a formal request to someone to attend any specific occasion, celebration, programme or event.

Points to Remember

Type of Invitation (A) Formal (B) Informal

(A) Formal Invitation

- To be written in **third person**.
- Details like address dress code or any other instruction are written at the bottom to the left or the right side as per choice.
- Subject matter is generally written in the centre.
- No abbreviation to be used.
- Simple present tense is used.
- Word limit 50.
- Each entry to be mentioned in a separate line e.g.,

(a) The name of the person(s) who is/are inviting (b) Formal expressions like 'request the pleasure of your company' (c) Time and date of event (d) Purpose and occasion of invitation.

- For RSVP, address and telephone no. is given at which the invitee may contact for any queries.
- Name of the Chief Guest of the programme may be given

1. Formal invitation for marriage/auspicious occasion:- Example : Write a formal invitation for the marriage function of your daughter.

2. Formal Invitation for school events / exhibition for general public. Example :You are a student of Laxmi Public School, Model Town, Delhi. The School is holding its Annual Function at 5.30 p.m. on 24th Dec. 2024. The Education Minister has consented to be the Chief Guest. Design an invitation card to be sent to the parents and other invitees. (Word Limit 50)

INVITATION

The Principal, Staff and Students
of Laxmi Public School, Model Town, Delhi
request the pleasure of your company

on

ANNUAL DAY CELEBRATION

on Sunday, 24 December 2024 at 5.30 p.m.

in the School Auditorium

Honourable Education Minister has very kindly consented to be the Chief Guest.

R.S.V.P.

Admn. Officer

011-27xxxxxx

Special Instructions : (This card admits only two. You are requested to be seated by 4.30 p.m.)

Note : Entry Free

Questions for Practice

(a) You are the member of Punjab Academy, Delhi. Draft a formal invitation to invite all the members for the discussion on a book written by an eminent writer.

(b) You are organising an Exhibition of Painting 'Nayika Series' on 30th November, 2020 at Azad Bhavan Art Gallery at 5:45 p.m. Draft an invitation card to invite the General Public.

(c) You are Suman/Sonu the Head Girl/Boy of New Field School. Your school has decided to celebrate "The Grand Parent's Day" in school. Draft a formal invitation to be sent to the grand parents of students of your school giving details of the programme.

FORMAL REPLIES ACCEPTANCE / REFUSAL

Points to Remember

- Acknowledge the invitation
- Be brief and specific
- Express thanks in third person
- Not to be signed at the end
- When accepting, confirm date and time
- If declining, give reason, convey your best wishes
- Give date and address at top left hand side
- Use simple language • Word limit 50

Formal Acceptance Example:

You are Mr. Ajay Gupta of 7 Park Avenue, Delhi. Draft a reply accepting an invitation to attend a house warming party hosted by your colleague.

Formal Refusal Example :

You are Mr. Ajay Gupta of 7 Park Avenue, Delhi. Draft a reply of refusal expressing inability to attend a house warming party hosted by your colleague.

9 January 2024

7, Park Avenue,

Delhi

Mrs. and Mr. Ajay Gupta thank Mrs. and Mr. Satish Sharma for their kind invitation on the house warming party on 17 January, 2019 at 11 a.m., but regret their inability to accept the same due to urgent and unavoidable assignment abroad.

Question for Practice

(a) You are AV Raman of Mysore. Prepare a formal reply expressing inability to attend the marriage of a colleague owing to a prior engagement.

(b) You are VidyaSagar of 21 Rajya Park, Jaipur. Draft a formal reply of acceptance to an engagement function.

2. Formal invitation to preside over/inagurate/judge events.

Example : You are Neha / Nakul, the President of the English Literary and Cultural Society of Government Model Sr. Sec. School, Sector 19, Chandigarh. You have to organise an Inter Zonal Declamation Competition on the topic "Communication Skills are very Important in Modern World" at 10 +2 level. You wish to invite Dr. Shailesh Gupta, an eminent educationist to preside over the function to be held on 21st Jan, 2024 at 9:30 a.m.

Govt. Model Sr. Sec School,
Sector-19
Chandigarh

10th January 2024

Dr. Shailesh Gupta,

Sub : Invitation to preside over Inter Zonal Declamation Competition.

Sir,

The English Literary and Cultural Society of our school is organising an English Declamation Competition on the topic 'Communication Skills are very Important in Modern World.' on January 21, 2018 at 9:30 a.m. in the school auditorium. Kindly consent to preside over in the above said programme.

Yours sincerely

Neha

FORMAL ACCEPTANCE(To Preside / Inaugurate / Judge Events etc.)

Example : You are Dr. Shailesh Gupta, an eminent educationist. You have been invited to preside over on Inter Zonal Declamation competition by Neha the President of English Literary club of Government Model Sr. Sec. School, Sector-19, Chandigarh. Write a letter of acceptance of the invitation.

73, Sector-11-A

Chandigarh

18 January 2018

Sub: Acceptance of invitation

Dear Neha

Many thanks for inviting me to preside over the Inter Zonal Declamation Competition to be held on 21st January 2018 at 9.30 a.m. I shall be highly delighted to attend the function and enjoy listening to the views of students. It will be kind of you, if you could provide me the official transport.

Yours truly

Shailesh Gupta

FORMAL REFUSAL (To Preside / Inaugurate / Judge Events, etc.)

Example : You are Dr. Shailesh Gupta, an eminent educationist. You have been invited to preside over an Inter Zonal Declamation Competition by Neha, the President of English Literary Club of Government Model Sr. Sec. School Sector-19, Chandigarh. Write a letter for refusal of the invitation.

73, Sector-11-A

Chandigarh

18 January 2024

Sub: Inability to accept the invitation

Dear Neha

Many thanks for inviting me to preside over the Inter Zonal Declamation Competition to be held on 21st January 2018 at 9.30 a.m. but I am sorry to say that I shall not be able to attend the same due to a prior appointment with my doctor.

With warm regards

Yours sincerely

Shailesh

Questions for Practice

(a) As Secretary of the Literary Society of your school, write a letter of invitation to an eminent journalist inviting him to address the students on a talk show to be held in your school.

(b) You are a well-known scientist you have been invited to deliver a lecture on the importance of Nuclear Energy in the Science Centre. Write a reply accepting the invitation.

(B) INFORMAL INVITATION

Informal invitations follow the ordinary personal letter pattern. These letters or invitations are written to relatives, friends and known persons.

Points to Remember

- Use first person 'I', 'We' and 'You' and avoiding using 'he', 'she' and 'They'
- Do not write subject and receiver's address.
- Write in warm and personalised style with relaxed and informal tone.
- Avoid writing unnecessary details.
- Begin with 'Dear' _____ (Name)
- Word limit 50

Example : You are Anuj / AnujaygGoel of 23, YojnaVihar, Delhi. Write an invitation to invite all your friends for the party you are giving to celebrate your selection in B-Tech in DTU.

23, YojnaVihar,

Delhi

10 Jan, 2024

My dear Rahul,

I have much pleasure in inviting you to post selection party after my admission in DTU. Reach my residence at 7.30 p.m. on 16 Jan, 2019 to join my family and friends in my moment of joy.

Yours truly,

Anuj

Question for Practice

1. You have been successful in IIT entrance examination. Write a suitable invitation to your friends inviting them for a get together to celebrate the occasion.
2. Mrs. and Mr. Sharma wishes to celebrate the 25th wedding anniversary. As Mr. Sharma write an informal invitation inviting their best friend Mrs. and Mr. Vohra. Write necessary details.

INFORMAL ACCEPTANCE

Example : You are Rahul and have been invited to the post selection party of your friend Anuj. Write a reply accepting the invitation you got.

ACCEPTANCE

7-C, YojnaVihar,

Delhi

10 December, 2024

Dear Anuj

Many thanks for inviting me to attend your post selection party which will be held on 16th December 2024 at your home. I shall be highly delighted to attend the same and will enjoy the party with great fun.

Yours truly

Rahul Gupta

Questions for Practice

1. You are Akash/Ashini. You have been invited to attend the wedding of your friend's sister. Respond to the invitation accepting it.
2. You are Varun/Veena of 23, Ramesh Nagar Delhi. Your friend Neeraj has invited you for a party to celebrate his good board result and admission to a prestigious college. Draft a reply accepting the invitation.

INFORMAL REFUSAL

Example :You are Rahul and you have been invited to the post selection party of your friend Anuj. Write a reply regretting your inability to attend the same.

7-C, YojnaVihar,

Delhi

10 December, 2024

Dear Anuj

Many thanks for inviting me to attend your post selection party, but I am sorry to say that I shall not be able to attend the same as I shall be out of station next week. I shall miss this joyous occasion. I wish you all the best for the future. God Bless You!

Yours truly

Rahul Gupta

Questions for Practice

1. Your friend is throwing a party to celebrate his success in board exams. Send a reply regretting your inability to attend the same due to a prior engagement.

2. Mr. and Mrs. Narang of 2, Newland Apartment, Rohini have decided to have a party on the occasion of sixteenth birthday of their daughter. You are unable to attend the function. Write a reply in about 50 words.