



## FORMAL INVITATIONS AND REPLIES

Invitations are extended to relatives, friends, acquaintances and clients on a number of social occasions like marriages, births, engagements, deaths or other public functions.

Invitations are of two types. - 1) Formal Invitations 2) Informal Invitation

While formal invitations are sent for the above mentioned occasions, many people also send a handwritten informal invitation beforehand to make these occasions more personal, cordial and intimate as is appropriate to their relationship.

Replying to invitations is essential. It is an essential courtesy to the host who has extended an invitation and also helps the host know how many guests will arrive so that he/she may make arrangements accordingly.

Like the invitations, replies to invitations also may be:-

- formal replies
- Informal replies

### Formal Invitations:-

Formal invitations are sent in official capacity for public functions except in the case of Marriage/Anniversaries.

- A simple yet elegant printed card is preferred.
- Invitations are written in the third person.

Example:- Mr. and Mrs. S Surendran request the pleasure of the company of Mr. and Mrs. Rajkumar.....

- Note that the English etiquette requires the husband's name to be written first.

Example:- Mr and Mrs G Joseph

- Avoid use of abbreviations for the names of guests, days, dates. However, the abbreviations RSVP. (Repondez s'il vous plait) which means 'Please Reply' is put at the bottom.
- The subject matter is written in the centre setting. Details like address, dress code or any other instructions are written at the bottom to the left or the right as per choice or convenience.

### Important Points

The invitation is laid out so that each of the following is in a separate line:

- the name(s) of the host (s) issuing the invitation
- the standard expression 'request the pleasure of the company of .....
- the reason for the invitation.
- the time and date of the event.
- the venue of event
- In case a VIP is to be invited (at an official function), his/her name appears prominently
- In case of Printed cards, the name of the invitee may not figure in the invitation.
- The date of issuing the invitation is not mentioned.
- No punctuation is required at the end of a line.
- The simple present tense is used.



## ENGLISH

## FORMAT OF FORMAL INVITATIONS

.....	Host Line
.....	Invite Line
.....	Event Line
.....	DATE
.....	TIME
.....	VENUE
.....	Name of the Chief Guest with Designation
.....	His Consent
.....	Special Instructions
RSVP Note .....	

**Example:-**

Your school is organizing the Annual Day next month in one of the prestigious auditoriums of your city. Draft an invitation in not more than 50 words giving all the essential details. Do not forget to include necessary instructions against mobile phones and cameras.

<p>The Management, Staff and Students of <b>Government Model Sr. Sec. School, School, Chandigarh</b> Cordially invite you to their <b>ANNUAL FUNCTION</b> "TARANG" at 6:00 p.m. on 4 December 2016 in <b>The National Auditorium</b> <b>Sh. Pramod Kumar</b> Secretary Higher Education, Ministry of HRD, Govt. Of India has kindly consented to be the chief guest</p>	
RSVP	
Ph....	
<b>Instructions</b>	
1. The card admits two people only	
2. Please be seated by 5:30 p.m.	
3. The use of mobile phones and cameras is prohibited	
Program overleaf	



## ENGLISH

### Accepting the Invitation (Formal)

#### Format (Formal Reply)

Sender's address/ letter head		..... ..... .....
Date		..... .....
Content		..... .....

#### Example

Dr Geeta Sahni was invited to preside over the Inter-School Declamation Competition to be held on 5 October 2015 at 10.00 am by Neha Rawat, the President of the English Literacy and Debating society of Government Model Senior Secondary School, Sector 19, Chandigarh. On behalf of Dr Geeta Sahni, send a reply to Neha Rawat accepting the invitation.

Sender's address/ letter head		Dr Geeta Sahni 75, Sector 11 A Chandigarh
Date		20 September 2015
Acknowledging Invitation		Geeta Sahni Thanks Ms Neha Rawat, President of the English tery and Debating Society to preside over the inter school declamation competition to be held on 5 October 2015 at 10.00 am.
Acceptance		She is be delighted to accept the invitation. It will be kind of you if She is provided with transport for the occasion.
Follow-up, if any		

#### Informal Invitation

Informal invitations are sent for personal occasions.

Important points

The main characteristics of an informal invitation are:-

- It is written in the first person (I/We)
- The sender's address is written as usual but the receiver's address is not mentioned.
- The date of writing the invitation is given but there is no need to write the year.
- The salutation is 'Dear+ name'.
- The complimentary close is 'Yours Sincerely'.
- Various tenses of the verb are used unlike the formal invitation.
- The Invitation does not ask for a reply as in the formal invitation. However, it is polite to reply to the invitation.
- The vocabulary is less formal.

**Example**

Mr and Mrs G Joseph of 27, The Apple Tree Orchard, Kottayam have decided to have a party on the occasion of twenty-first birthday of their son, Vineet. Write the invitation giving details of the date, time and venue. Do not exceed 50 words.

Sender's address	27, The Apple tree Orchard Kottayam
Date	8 October 2015
Salutation	My dear/Dear Naomi
Occasion	We are pleased to invite you to the 21st Birthday party of our son, Vineet, at 6.30 p.m. on 14 October at our residence.
Time, Date and Venue	We hope that you will be able to come.
Complimentary Close	Yours sincerely Mr& Mrs Joseph

**Reply to Informal Invitations : -**

It is an essential courtesy to reply to an invitation. The layout of a reply to an informal invitation is also informal, like the invitation.

The reply is written in the first person. The salient points in the reply to an informal invitation are:-

- acknowledging the invitation
- mention acceptance/ refusal (It is essential to give a reason for refusing an invitation.)
- making use of warm and simple language.

**Declining the Invitation**

Mr. and Mrs. G Joseph of 27 Sardar Patel Marg Allahabad invited their neighbour, Priyanka to a party on the occasion of 21st birthday of their son, Vineet. Write a reply to the invitation on behalf of Priyanka expressing her inability to attend the party. (Word limit 50 words)




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**Letter of Invitation should be included**

Sender's address	27, Sardar Patel Marg Civil Lines, Allahabad
Date	20th July 2016
Salutation	Dear Mr. Joseph
Reason for refusal	Thank you for your kind invitation. I am sorry to say, however, that I shall not be able to come to the party as I shall be out of station that week.
Follow-up, if any	I wish Vineet all the best for the future.
Complimentary Close n name	With warm regards  Yours sincerely Priyanka

**Exercise****Questions for Practice :**

1. 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 prizes to the budding sports-persons 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.
2. You are Ankit Verma. Your friend from Malaysia is in the hostel. Invite him to join Diwali Celebrations with you at your residence.
3. Your parents have completed 25 years of happy married life. Invite your aunt, living in Hyderabad, to join you in the Silver Jubilee celebration of their marriage at your residence.
4. You are Navin/Neha, the Secretary of the Youth Club of your Locality. You are organizing an inter-school group song competition. Invite a prominent musician to act as one of the judges.
5. You are Manoj. You are going on a picnic with a group of your classmates to Karna lake, near Karnal. Write an informal invitation to your friend Mohit to join you on that day.