ENGLISH

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 offical 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. (Respondez 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.

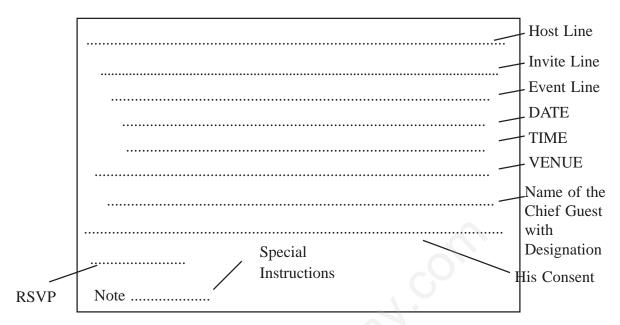
Important Points

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 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.



FORMAT OF FORMAL INVITATIONS



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.

The Management, Staff and Students

of

Government Model Sr. Sec. School, School, Chandigarh

Cordially invite you to their

ANNUAL FUNCTION

"TARANG"

at 6:00 p.m. on 4 December 2016

in

The National Auditorium Sh. Pramod Kumar

Secretary Higher Education, Ministry of HRD, Govt. Of India has kindly consented to be the chief guest

RSVP

Ph....

Instructions

- 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

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	केन्द्रीय विद्यालय संपान

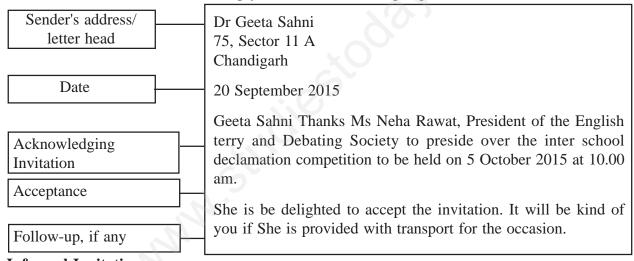
Accepting the Invitation (Formal)

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.



Informal Invitation

Informal invitations are sent for personal occasions.

Important points

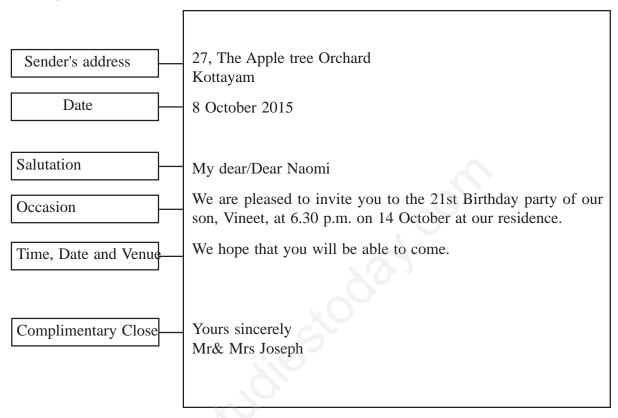
The main characteristics of an informal invitation are:-

- 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.

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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.



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:-

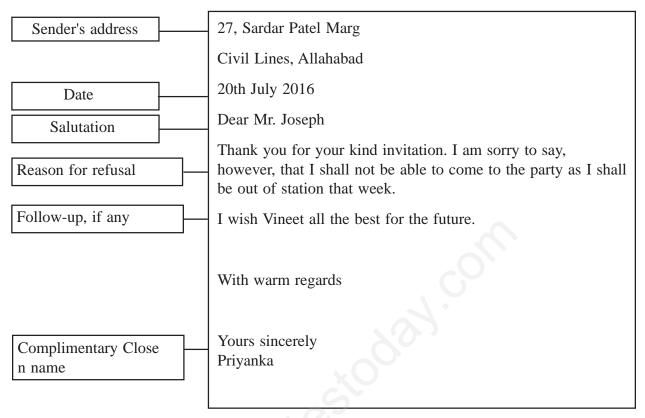
- acknowledging the invitation
- mention acceptance/ refusal (It is essential to give a reason for refusing an invitation.)
- making use of warm and simple language.

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



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.