

**ANNUAL PREPARATORY PROGRAMME FOR ENHANCEMENT IN
ACADEMICS AND REVISION (APPEAR)
CLASS XII, ENGLISH CORE - 301
MODULE - VIII (WRITING INVITATIONS)**

Module Detail	
Subject Name	English Core
Course Name	Annual Preparatory Programme for Enhancement in Academics and Revision (APPEAR) in English for Class XII
Module Name/Title	Writing Invitations
Module Id	leeg_w4
Pre-requisite	Students should have the ability to form sentences using basic vocabulary
Learning Outcomes	<p>After carefully reading the module and doing the suggested activities, you will:</p> <ul style="list-style-type: none"> understand what an invitation is and why we write it, know different forms of invitations, and learn to write invitations and reply to them.
Keywords	Invitation, formal, informal, reply, response, event

2. Development Team

Role	Name	Affiliation
National MOOC Coordinator	Prof. Amarendra P. Behera	CIET, NCERT, New Delhi
Program Coordinator	Dr. Rejaul Karim Barbhuiya	CIET, NCERT, New Delhi
Course Coordinator	Dr. Ganga Mahto	NCERT, RIE, Bhopal
Course Co-Coordinator	Ms. Heman Mehlawat	CIET, NCERT, New Delhi
Subject Matter Expert	Dr. Deepak Kumar	MANIT, Bhopal
Content Reviewer	Dr. G. Rajagopal	EFLU, Hyderabad

CONTENTS

1. Introduction
2. Writing Invitations
3. Formal Invitations
4. Replies to Formal Invitations
5. Informal Invitations
6. Replies to Informal Invitations
7. Let Us Sum Up
8. References
9. Practice Questions

INTRODUCTION

As a student, you may have to organise events at your school such as cricket tournament, sports day, annual day or hold functions such as celebrations of birthday, wedding, house warming, etc. Several times in your career, you will either write invitations or reply to them. Writing invitation is an important form of communication you will need to learn. In this module, we will discuss how to write invitations and reply to them. Let's first understand what an invitation is and why we write it.

WRITING INVITATIONS

Invitation is a form of communication either printed on a card or written in the form of a letter. Through invitations, we invite a guest on some auspicious occasions or request him/her to do something, i.e., inaugurate a function.

Activity-1

Invitations are extended to people for various occasions. Make a list of occasions where you think an invitation is required. One example is given for you.

- | | |
|-------------------------|---------|
| a. Marriage Anniversary | e. |
| b. | f. |

- c.
- d.
- g.
- h.

There are two types of invitations: **formal and informal**. There is a difference between the two in terms of their format, characteristics, tone, choice of words, etc.

FORMAL INVITATIONS

Formal invitations are both printed and in the form of a letter. Printed formal invitations are generally sent to friends, relatives, acquaintances on social occasions.

Format of Formal Invitations

In the case of a formal invitation, each of the following details is written in a separate line with fonts of varying sizes.

- Name(s) of the host(s)
- Name of the invitee(s), if the invitation is in a letter form
- Formal phrase of invitation, for example:
 - Solicit your gracious presence on the auspicious occasion
 - Request the pleasure of your benign presence/company
 - Request the honour of your presence
 - You are cordially invited to
- Occasion, the reason for the invitation
- Date, time and venue of the occasion

Features of Formal Invitations

1. A formal invitation is generally written in the third person.
2. It is meant for both: the masses and an individual. In the case of an invitation to the masses, the name of the invitee is not included. The invitee’s address is written only on the envelope. Whereas, in case of the invitation to an individual, the name of the invitee

is included. The invitation is written on run-on lines in a formal letter format where the sentences are not broken into words or phrases.

3. If a VIP is invited as a chief guest to preside over a function, the name of the VIP must appear prominently.
4. The tone of formal invitation is polite, pleasant and courteous.
5. The simple present tense is used.
6. The date of writing is not mentioned. The signature of the host is not important.
7. The abbreviation RSVP (derived from the French phrase *répondez s'il vous plaît*, meaning 'Please respond') is written below on the left side with the name(s), address and phone number of the host(s).
8. The suggested word limit is 50 words.

Look at an example of a formal invitation on a printed card given below:

<p>Mrs. and Mr. Sujoy Das solicit your gracious presence on the auspicious occasion of their son's marriage ROHIT with RAJNI (daughter of Mrs. & Mr. Ankit Arora) on 18th October 2020 at 7.30 pm at Abhinandan Hotel, Nayagarh</p>	
RSVP 280018	With Best Compliments from All relatives

Activity-2

What information do you need to write on a formal invitation to the annual function of your school? Tick all the relevant information given below.

1. The place where the function will be held ()
2. How to get there ()
3. The date and time the function will be held ()
4. Instruction to the invitee for what to bring with them ()
5. The name of the host(s) ()
6. The chief guest of the function()
7. Your passport number ()
8. The hard work you are putting in organising the event ()

As we discussed earlier, a formal invitation is written in the form of a letter in case it is meant for an individual. Look at an example below:

<p>Sagar Public School Bhopal 10th October 2020</p> <p>The Deputy Commissioner CBSE Delhi Region</p> <p>Subject: Invitation for “Children’s Day Celebration”.</p> <p>Sir/Madam,</p> <p>We are pleased to inform you that our school is celebrating ‘Children’s Day’ on 20th October 2020 at 10 a.m. in the Academic Hall.</p>

We shall consider it a great honour and a favour, if you could grace the occasion as the Chief Guest.

Kindly confirm your availability by 15th October 2020.

Yours faithfully

Rohit Mehra

Head Boy

Activity-3

You are a student of Sagar Public School, Bhopal. The school is going to hold Children's Day celebrations on 26th October 2020. Draft an invitation on behalf of the Principal of your school inviting Mr. Ajit Pradhan, I.A.S, to be the Chief Guest of the function.

REPLIES TO FORMAL INVITATIONS

Replying to the invitations is a minimum courtesy you should have. The reply to formal invitations is usually very short, brief and to the point. The characteristic of a good formal reply is that it must have a pleasant and formal tone. Even while declining the invitation or expressing the inability to attend, you must be polite and courteous.

Characteristics of Formal Replies

- Acknowledge the invitation.
- Express thanks in the third person.
- Mention acceptance/refusal (specify the reason in case of refusal).
- Be specific and brief

Look at an example of the acceptance reply to a formal invitation below:

Link Road Bhopal

15th October 2020

Mrs. and Mr. Sharma have great pleasure in receiving the invitation from Mrs. & Mr. Sujoy Das for their son's marriage with the daughter of Mrs. & Mr. Bora on 18th October 2020 at Abhinandan Hotel, Nayagarh. They confirm their presence on the occasion.

With thanks

Mrs. & Mr. Sharma

Look at an example of the refusal reply to a formal invitation below:

Link Road Bhopal

15th October 2020

Mrs. & Mr. Sharma thank Mrs. & Mr. Sujoy Das for the invitation to their son's marriage on 18th October 2020 at Abhinandan Hotel, Nayagarh.

However, they express their inability to be present on the occasion due to a prior engagement.

With best wishes,

Mrs. & Mr. Sharma

Activity-4

As you see in the above-given refusal reply, the reason for declining the invitation is given. Can you think of any other polite excuses/reasons for not attending the marriage ceremony? Make a list of those reasons. Remember, there are no right or wrong answers. Think and write at least five.

INFORMAL INVITATIONS

Informal invitations follow the pattern of personal letters. Such letters are written to friends, relatives, and the ones with whom we have intimate relationship.

Features of Informal Invitations

1. An informal invitation is written in the first or second person.
2. It follows the pattern of personal letters. It is written to relatives, friends and acquaintances inviting them to attend an occasion, like birthday celebration, wedding anniversary, etc.
3. It has a salutation like “Dear XYZ” and a complimentary close like “yours sincerely”.
4. Sender’s address appears on the left-hand side
5. The tone of an informal invitation is informal, friendly and relaxed. Personal feelings and emotions find an expression.
6. Various tenses are used to suit the sense of the invitation.
7. The host’s address is given in the usual place.
8. Do not exceed the word limit of 50 words.

Look at an example of an informal invitation below written by Aniket inviting his friend to celebrate his success.

House 6/4, Link road

New Bhopal

26th August 2020

Dear Akash

Do join me for an Evening Bash at my residence D-6/4, Link Road, Bhopal on Sunday, 30th August at 5 p.m. This is to celebrate my success in the IIT entrance examination. You will meet a lot of our school friends also. Looking forward to seeing you in the evening.

Aniket

Replies to Informal Invitations

The reply to an informal invitation includes casual words and expressions. It expresses personal feelings or desires in a friendly and intimate style.

Characteristics of Informal Replies

- Acknowledge the invitation in the first person.
- Mention acceptance/regret (specify the reason in case of refusal).
- Do not use formal expressions. Write like an ordinary letter.
- Use friendly and simple language

Look at an example of the acceptance reply to an informal invitation below:

House-74, New Market

Bhopal

26th August 2020

Dear Aniket

Many thanks for the invitation to the success party of your IIT entrance examination at your residence on Sunday, 30th August 2020. I will be delighted to enjoy the moment of your success celebration by joining you that day. In case I can be of any help to you in arranging the party, do write to me unhesitatingly.

Yours sincerely

Akash

Look at an example of the refusal reply to an informal invitation below:

House-74, New Market
Bhopal
26th August 2020

Dear Aniket

Congratulations on getting success in the IIT entrance examination. I would have loved to join the success party at your residence on Sunday, 30th August 2020 but I will not be able to attend the moment of celebration due to my pre-occupied engagement.

Best wishes
Yours sincerely
Akash

Activity-5

Match the phrases on Column A with the definitions Column B.

Column A-Phrases	Column B- Definitions
(a) Write a reply	(i) Tell me
(b) Let me know	(ii) Collect someone from somewhere in your car
(c) Pick somebody up	(iii) Visit someone and live in his/her house for some days
(d) Hear from somebody	(iv) Get a letter, email or message from somebody
(e) Come/go to stay with somebody	(iv) Write a letter, email or message back to somebody

LET US SUM UP

This module has focused on the discussion of drafting invitations. In this module, we have introduced you to the different forms, format and characteristics of invitations. We have also taken you through various types of activities to check your understanding of the module and finally to help you learn to draft invitations for different occasions. We hope you find the module useful and interesting.

ANSWERS

Activity-1

1. Birthdays
2. Weddings
3. Farewells
4. Achievements
5. Engagements
6. Festivals
7. Inaugurations

Activity-2

1. The place where the function will be held
2. The date and time the function will be held
3. The name of the host(s)
4. The chief guest of the function

Activity-3

The Principal, Staff and Students
of
Sagar Public School, Bhopal
invite you on the occasion of
CHILDREN'S DAY CELEBRATION
of their school
on
SUNDAY, THE 26TH OCTOBER, 2020
at 10 a.m.

in
THE ACADEMIC HALL
Hon'ble Mr. Ajit Pradhan, I.A.S.
has kindly consented to grace the occasion as the Chief Guest.
Hon'ble Mr. Sanjay Das, I.A.S.
Will be the Guest of Honour.

RSVP
Principal
Phone: 0421-3465

Activity-4

There can be many polite reasons for declining the invitations. Some of them are given below:

- a. I'm afraid I can't make it on that day due to my prior engagements.
- b. "I'm afraid I can't make it on that day. I'm available next week, though. (declining informal invitation)
- c. I've already got something on
- d. I've got too many assignments to complete
- e. I'm sorry I am not in town on that day.

Activity-5

- a. iv b. i c. ii d. iv e-iii

REFERENCES

CBSE (Ed). Language Skills Book (English elective for Cass XII)

PRACTICE QUESTIONS

1. You are a student of Global Discovery School, Patna. The school is going to hold its annual sports day on 20th October 2020. Draft an invitation on behalf of the principal of your school inviting Mr. Manpreet Singh, a noted Indian hockey player, to be the chief guest of the function.
2. Your parents have completed 50 years of their happy married life. Draft an invitation on their behalf inviting your uncle and aunt, residing in Delhi, to join you in the Golden-Jubilee celebration of their marriage at your house in Bhopal.
3. You are Satyam Kumar. You have been invited to attend the wedding anniversary of your friend's sister during the winter vacation. Write an acceptance reply to the invitation.
4. You are Manish Kumar. You have received an invitation from your friend Suresh to attend a medical entrance exam success party at his residence in New Delhi. Write a reply to the invitation expressing your inability to attend the party. Specify reasons.