

## CHAPTER

# 4

## INVITATIONS

(Formal and Informal)

### Chapter Analysis

| Question Type & Marks | Year |    |      |    |      |    |
|-----------------------|------|----|------|----|------|----|
|                       | 2016 |    | 2017 |    | 2018 |    |
|                       | D    | OD | D    | OD | D    | OD |
| 4 marks               | 1    | 1  | 1    | 1  | 1    | 1  |

➤ Note: 1 question here indicates that 1 question in each set for that year has been asked.

### Introduction

- Invitations are extended to relatives, friends, acquaintances etc, on auspicious occasions like marriage, birthday, engagement, house-warming party etc.

Invitations can be classified under two headings :



While formal invitations are sent for the above mentioned occasions, informal invitations are usually hand-written and are sent before these formal invitations to make these occasions more personal, cordial and intimate.

Replies are also sent to the invitations. They can be both formal as well as informal in tone.

#### 1. Formal Invitation

- Printed card is preferred.
- Written in third person.
- Short forms and abbreviations are avoided except for RSVP written at the bottom meaning 'Reply if you Please'. RSVP is a French word, its full form is 'Repondez, sil vous plait'. It is written on the extreme left corner of the invitation, along with the sender's name, address and phone number.
- The subject matter is written in the middle with clear details of what, when and where of the function.

### Some Useful Tips:

Each information in the formal invitation should be in a separate line.

- Name (s) of the host (s) using the invitation
- The expressions usually used are  
'request the pleasure of your company'  
OR  
'feel honoured to invite you'
- The reason for the invitation
- The time, date and venue of the occasion
- In case the VIP is to be invited to grace the occasion or event, (at an official function) mention his/her name and designation/position
- It is written in 3<sup>rd</sup> person in simple present tense

Basic features of Formal and Informal Invitations :

| Formal                    | Informal                   |
|---------------------------|----------------------------|
| * Written in a box format | * Written in a letter form |
| * Written in third person | * First person             |
| * Name of host            | * Date, time, venue        |



- \* Date, time, venue
- \* Occasion/function
- \* Formal language
- \* Occasion/function
- \* Informal language

## Format

### Formal Invitation Format :

St. Anne's School Host / Organizer  
Requests the pleasure of your company on the inauguration of their  
**JUNIOR WING**  
**Little Angels**  
as per the details given below

Date : 6th August 20xx  
Time : 9 a.m. onwards  
Venue : School Campus

**Schedule**

|                    |        |
|--------------------|--------|
| Hawan              | 9 a.m. |
| Lunch              | 2 p.m. |
| Cultural programme | 4 p.m. |

\* Map Overleaf \*

RSVP  
ABC  
98xxxxxxxxx

Best Wishes  
St. Anne's  
Fraternity

### Formal/Informal Invitation Format :

Sender's Address  
.....  
.....

Date : .....

Dear XYZ  
.....  
.....

Body .....

Date : .....

Time : .....

Venue : .....

Yours truly  
ABC

## Reply to an Invitation

### Formal

#### Refusal :

Mr. Ramakrishan is thankful to Mr. Iyer for his kind invitation and would have been delighted to attend his cousin's wedding but will not be able to attend it due to a recent knee surgery.

#### Acceptance :

Mrs. Sharma is thankful to Mrs. & Mr. Kohli for their kind invitation for the inauguration of their new house and has much delight in accepting it.

## Marking Scheme

### Invitation will be of 4 marks

Format

1 mark

Content – What, Where, When

2 marks

Expression – Coherence, relevance, spellings, grammatical accuracy

1 mark



**Note :** [This format will apply to both formal and informal communication.]

When we are writing this letter to invite somebody to grace the occasion, the language will have to be formal.

If we are inviting some friend/relative, then the format will be informal.

**Previous Years' Questions**

(4 Marks each)

**Q.1.** You are Faiz/Falak Mazumdar living at 39, Udampur Colony, Shimla. You decide to hold a dinner party to congratulate your grandparents on their golden wedding anniversary. Draft a formal invitation in not more than 50 words to all family members to attend a grand dinner at home. 4

**Ans.** **FORMAL INVITATION**

As an invitation Card  
 Format to be included in the content mark  
 Content  
 Expression  
 Suggested value points

- name of host-Faiz/Falak Mazumdar
- occasion- grand dinner to felicitate grandparents on their golden wedding anniversary
- date, time, venue
- any other relevant details
- RSVP/with best compliments from friends and relatives

**4 marks**

Note- use of third person pronoun  
**(AS AN INVITATION LETTER)**  
 Format- place, date, salutation (invitee- Dear Uncle/Aunt/family member/members or any other should be accepted) & closure (Yours affectionately or any other suitable) **1 marks**  
 Content **2 marks**  
 Suggested value points

- invitation to attend wedding anniversary dinner

**[CBSE Marking Scheme, 2018]**

**Detailed Answer :**

|   |
|---|
| Invitation  |
| 39, Udampur Colony;<br>Shimla<br>20th FEBRUARY, 20XX<br>Sub.: Invitation<br>Dear Sir/Madam,<br>We are glad to inform you that we are hosting a dinner party on the occasion fo my grandparents' golden wedding anniversary.<br>Date: 25th February 2018<br>Time: 8 pm onwards<br>Venue: Golden Gate Hall<br>Hope to see you there.<br>Thanking you<br>Yours sincerely<br>Falak Muzumdar |

**Q. 2.** Sunrise Global School, Agra is going to organize a one-act play competition in their school auditorium. You have decided to invite the noted stage artiste, Nalini to grace the occasion. Draft a format of informal invitation for her in about 50 words. You are Karuna/Karan, Cultural Secretary. *[Delhi Set II, 2016] 4*

**Ans. Value Points :**

- invite the artiste
- what - school organising one-act play competition
- date, time, venue
- details of the event - classes involved, theme, category (interschool / interhouse)

- request to confirm
  - any other relevant details
- (Due credit should be given for the economy of words used)

[CBSE Marking Scheme, 2016]

**Detailed Answer :**

Sunrise Global School

Agra

March 5, 2016

Ms. Nalini

27, Kamla Nagar

Agra

Sub : Invitation

Dear Madam,

Our school is going to organize a One-act play competition in our school auditorium on March 10, 20xx from 11 a.m. to 3 p.m. We shall be highly obliged if you could spare some of your precious time to grace the occasion.

I hope that you will accept this humble request and will confirm your programme at the earliest.

Thanking you

Yours sincerely

Karuna

(Cultural Secretary)

- Q. 3.** On 30<sup>th</sup> November, your school is going to hold its annual sports day. You want Mr. Dhanraj Pillai, a noted hockey player to give away the prizes to the budding sportspersons 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 [Outside Delhi Set I, 2016] 4

**Ans. Value Points :**

[FORMAL INVITATION]

- what

- request to grace the occasion

- any other relevant details

- date, time, venue

- confirmation of acceptance

(NOTE : Marks to be awarded even if written in card form.)

[CBSE Marking Scheme, 2016]

**Detailed Answer :**

Sunrise Global School

Agra

20 October 20xx

Mr. Dhanraj Pillai

311, Shubham Enclave

Greater Kailash

Delhi

Sub : Invitation to the Annual Sports Day

Dear Sir,

We are glad to inform you that our school is celebrating its 20<sup>th</sup> Annual Sports Day on 2<sup>nd</sup> Nov, 20xx. It would be our honour if you could join us on the occasion as the Chief Guest of the day.

Waiting for your confirmation,

Your truly

Karan

(Sports Secretary)



- Q. 4. Namita/Namit has come out successful in the XII class examination. She/he has decided to organise a party for her/his friends. Draft an informal invitation in about 50 words giving details of venue, time and date.**

[CBSE SQP, 2014-15] 4

Ans.

36B, Phase-II,  
Preet Vihar,  
Lucknow.  
28 May, 20xx,  
Dear Swati,  
You will be pleased to know that I have cleared my class XII examination with 96% marks and have been declared a city topper. To celebrate the occasion, please join me for a small get together on 1 June, 20xx at my residence at 7 p.m. Hope you will surely come and be a part of my celebration.  
Your loving friend  
Namita

- Q. 5. The literacy club of your school is putting up the play 'Waiting for Godot'. As a secretary of the club, draft an invitation inviting the famous writer Sudesh Gupta to be the guest of honour at the function. Write the invitation in not more than 50 words. You are Govind/Gauri.**

[Outside Delhi Set I, 2014] 4

Ans.

Anshul Public School  
Lucknow  
Mr. Sudesh Gupta  
37, Greater Kailash  
New Delhi  
27 April 20xx  
Subject : Invitation to be the guest of Honour  
Sir,  
The 'Literacy Club' of our school is putting up a play 'Waiting for Godot' on 15 May 20xx from 9 a.m. to 11 a.m. at our school premises. We shall be highly obliged if you could kindly spare some time from your busy schedule to be the Guest of Honour that day.  
We hope that you will accept our request and will confirm the same as soon as possible. We shall be extremely grateful to you for this kind gesture.  
Thanking you.  
Yours sincerely  
Gauri  
(Secretary)

- Q. 6. Suman Gupta/Suresh Gupta has cleared the Pre-medical and Pre-dental entrance examination. The family is elated at the achievement and they decide to have a get-together of all friends. Draft an informal invitation for the occasion.**

[CBSE SQP, 2012] 4

Ans.

36, New Town,  
Agra  
4th April, 20xx  
Dear Friends,  
You are cordially invited to dinner on 10th April, 20xx at our residence to celebrate the achievement of our son Suresh for having cleared the Pre-Medical and Pre-Dental entrance exam. Kindly grace the occasion and give him your blessings for his future success.  
Yours sincerely  
Mrs. and Mr. Gupta



- Q. 7. One of your friends Sunita/Sahil has cleared the Pre-medical and Pre-Dental entrance examination and he/she invited you to attend a get-together of all friends. Draft a reply to the invitation expressing your acceptance/refusal to attend the party. You are Alok/Aloka.** 4

*Reply to Informal Invitation*

ACCEPTANCE

B4/15  
Ashok Vihar  
Phase-II  
Delhi  
26th June, 2013

Dear Sunita,  
I am delighted to hear about your son's success in having cleared the Pre-Medical and Pre-Dental entrance examination. Congratulations and thank you for inviting me to be a part of your happy moments. I would love to come and celebrate the same.  
Yours truly  
Alok

- Q. 8. You have received an invitation to be the judge for a literacy competition in St. Anne's School. Send a reply in not more than 50 words, confirming your acceptance. You are Mohan/Mohini. [Outside Delhi Set III, 2014] 4**

Ans.

St. John's Street  
Kanpur

17 March, 20xx  
The Principal

St. Anne's School Kanpu

**Sub : Reply to the Invitation**

Dear Sir,  
Thank you for inviting me as a judge to the Literacy Competition in St. Anne's School on March 20, 20xx.  
I accept the same with pleasure.  
Yours sincerely,  
Mohini

REFUSAL

B1/162  
Shalimar Bagh  
Delhi  
22 April, 2013

Dear Sunita,  
Congratulations on your son's success and thanks for your invitation. I would have loved to be a part of your celebration but will not be able to attend the party due to some prior engagements.  
Yours truly  
Alok

- Q. 9. Your friend, P.V. Sathish, has invited you to attend the wedding of his sister, Jaya. You find that you have an important paper of pre-board examination on the day of the wedding. Thus you cannot attend the event. Write in about 50 words a formal reply to the invitation expressing your regret. You are Puneet/Pueeta Vij, M-114, Fort Road, Chennai. [Outside Delhi Set I, 2017] 4**

Ans. M-114, Fort Road  
Chennai  
9th March 2017  
Dear P.V. Sathish



Many thanks for inviting me to your sister’s wedding. I would have loved to attend the wedding but I have my Chemistry pre-board exam on the same day. As both the things clash I will not be able make it to her wedding. Please wish your sister a long and happy married life on my behalf.

Yours truly  
Puneeta

**Q. 10. As the Principal of a reputed college, you have been invited to inaugurate a Book Exhibition in your neighbourhood. Draft a reply to the invitation in not more than 50 words, expressing your inability to attend the function. You are Tarun/Tanvi.** *[Outside Delhi Set II, 2014] 4*

**Ans.**

*St. John’s College  
Kanpur  
17 March 20xx  
The Secretary,  
Book Club Society  
Kanpur.*

**Sub : Reply to the Invitation**

*Dear Sir,  
Thank you for inviting me to inaugurate the ‘Book Exhibition’ on March 20, 20xx.  
However, as I am out of the town on that day, I express my inability to be present on the occasion. I wish the event a great success.*

*Yours truly  
Tanvi  
(Principal)*

**Commonly Made Error**

- Name of the person or organisation sending the invitation is missed.
- Time and venue are omitted.
- Subject is not mentioned.

**Answering Tips**

- Name of host, time and venue, etc. must be clearly stated.
- Name of VIP, if there is any, must be mentioned.
- Only present tense to be used while giving details of the event.



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