CHAPTER

4

INVITATIONS

(Formal and Informal)

Chapter Analysis

Question Type	Year					
& Marks	2016		2017		2018	
	D	OD	D	OD	D	OD
4 marks	1	1	1	1	1	1
4 marks						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 'Respondez, sil yous 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 3rd person in simple present tense

Basic features of Formal and Informal Invitations :

Formal

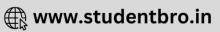
- * Written in a box format
- ✤ Written in third person
- ✤ Name of host

Informal

- Written in a letter form
- ✤ First person
- ✤ Date, time, venue

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Occasion/function

Informal language

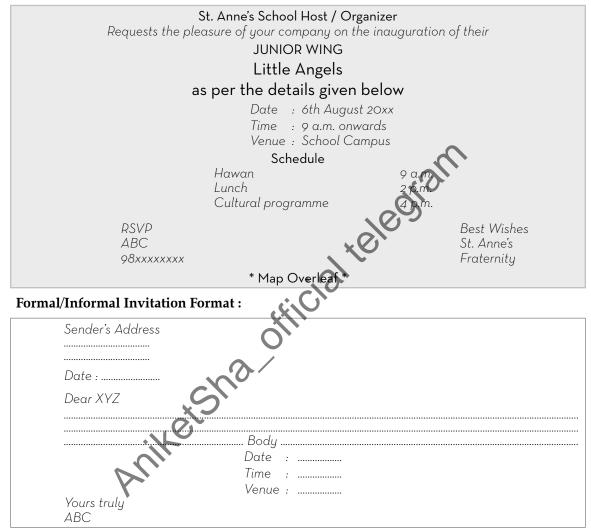
谢

*

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

Format

Formal Invitation Format :



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

Format	1 mark
Content – What, Where, When	2 marks
Expression – Coherence, relevance, spellings, grammatical accuracy	1 mark

CLICK HERE



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

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.

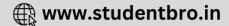
Ans.	FORMAL INVITATION							
As a	As an invitation Card							
Form	Format to be included in the content mark							
Cont								
-	ession							
00	Suggested value points							
	name of host-Faiz/Falak Mazumdar							
	occasion- grand dinner to felicitate grandparents on their golden wedding anniversary							
	date, time, venue	4						
	- any other relevant details 4 mark							
	- RSVP/with best compliments from friends and relatives							
	e- use of third person pronoun AN INVITATION LETTER)							
	nat- place, date, salutation (invitee- Dear Uncle/Aunt/family member/members or any	other should be						
) & closure (Yours affectionately or any other suitable)	1 marks						
Cont		2 marks						
Sugg	gested value points							
- inv	itation to attend wedding anniversary dinner [CBSE Markin	g Scheme, 2018]						
Detailed Ar	nswer :							
		1						
		1						
39, Udampur Colony; Shimla								
					20th fEBRUARY; 20XX			
Sub.: Invitation Dear Sir/Madam,								
					We are glad to inform you that we are hosting a dinner party on the occasion fo my grandparents' golden wedding anniversary.			
	Date: 25th February 2018							
	Time: 8 pm onwards Venue: Golden Gate Hall Hope to see you there.							
	Thanking you							
	Yours sincerely							
	Falak Muzumdar							
O.2. Sum	rise Global School, Agra is going to organize a one-act play competition in their school	」 ol auditorium. You						
	e decided to invite the noted stage artiste, Nalini to grace the occasion. Draft a format of i							
	er in about 50 words. You are Karuna/Karan, Cultural Secretary. Л							

- 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)

(4 Marks each)

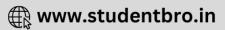
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 any other relevant details (Due credit should be given for the given for t	
d Answer :	he economy of words used) [CBSE Marking Scheme
Sunrise Global School Agra March 5, 2016 Ms. Nalini 27, Kamla Nagar Agra	
Sub : Invitation	
March 10, 20xx from 11 a some of your precious tim I hope that you will accept earliest. Thanking you Yours sincerely Karuna (Cultural Secretary) On 30 th November, your school is hockey player to give away the pri about 50 words requesting him to School, Agra Value Points : [FORMAL INVITATION] - what - request to grace the occasion	anize a One-act play competition in our school auditorium on .m. to 3 p.m. We shall be highly obliged if you could spare e to grace the occasion. t this humble request and will confirm your programme at the going to hold its annual sports day. You want Mr. Dhanraj Pilla zes to the building sportspersons of the school. Write a formal inv grace the occasion. You are Karuna/Karan, Sports Secretary, Sunri [Outside Delhi Set – date, time, venue – confirmation of acceptance
- any other relevant details	n if written in card form.) [CBSE Marking Scher
- any other relevant details (NOTE : Marks to be awarded even	-
- any other relevant details (NOTE : Marks to be awarded even ed Answer : Sunrise Global School	

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Ans.

[CBSE SQP, 2014-15] 4

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	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
an i invi	tation in not more than 50 words. You are Govind/Gauri. IOutside Delhi Set I
invi	tation in not more than 50 words. You are Govind/Gauri. [Outside Delhi Set I,
invi	Anshul Public School Lucknow Mr. Sudesh Gupta 37. Greater Kailash New Delhi 27 April 20xx
	Anshul Public School Lucknow Mr. Sudesh Gupta 37. Greater Kailash New Delhi 27 April 20xx Subject : Invitation to be the guest of Honour
invi	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.
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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 [CBSE SQP, 2012] 4 the occasion.

Ans.

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

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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.

Reply to Informal Invitation	ACCEPTANCE
B4/15	
Ashok Vihar	
Phase-II	
Delhi	
26th June, 2013	
0 0	ess in having cleared the Pre-Medical and Pre- itions and thank you for inviting me to be a to come and celebrate the same.

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
	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

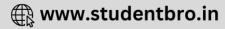
Q. 9. Your friend, P.V. Sathish, has invited you to attend the wedding of his sister, Jaya. You find that you have an important paper of pre-board examination on the day of the wedding. Thus you cannot attend the event. Write in about 50 words a formal reply to the invitation expressing your regret. 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

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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

Ar

Ans.		
St. John's College		
Kanpur		
17 March 20xx		
The Secretary,		
Book Club Society		
Kanpur.	\sim	
Sub : Reply to the Invitation		
Dear Sir,		
Thank you for inviting me to inaugurate	e the 'Book Exhibition' on March 20, 20	Dxx.
However, as I am out of the town on the	t day, I expressing inability to be pres	ent on the
occasion. I wish the event a great succ	ess.	
Yours truly		
Tanvi	\cdot	
(Principal)	$\cdot C^{N}$	
Commonly Made Error		
• Name of the person or organisation sending the inv	itation is missed.	
• Time and venue are omitted.		
Subject is not mentioned.		
Answering Tips		
• Name of host, time and venue, etc. must be clearly st	ated.	
• 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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