

Chapter 1: Seeing Eyes Helping Hands

ENGLISH WORKSHOP [PAGE 20]

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Read each invitation carefully, keeping in mind the list of eight questions given below. Note the answers in your notebook. Verify that the formal invitation 'A' covers all the eight points. Now see which of these eight points are covered in the other invitations 'B', 'C' and 'D'. Put tickmarks against the points that are covered.

- A. A formal invitation
- B. An oral invitation
- C. A notice
- D. Another oral invitation
- 1. Who is sending/giving the information?
- 2. What is the programme ?
- 3. What is the name of the project?
- 4. Who will inaugurate it?
- 5. Who will preside over the function?
- 6. What time will the function start?
- 7. Where will it take place?
- 8. How many names get mentioned in the invitation?

SOLUTION

| Points | A | B | C | D |
|--------|---|---|---|---|
| 1 | ✓ | | ✓ | ✓ |
| 2 | ✓ | ✓ | ✓ | ✓ |
| 3 | ✓ | ✓ | | ✓ |
| 4 | ✓ | ✓ | | ✓ |
| 5 | ✓ | ✓ | | |
| 6 | ✓ | ✓ | ✓ | ✓ |
| 7 | ✓ | ✓ | | ✓ |
| 8 | 6 | 2 | 2 | 3 |

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Prepare a formal invitation for a function you have arranged at home. It should clearly state the following points:

- Who is inviting people to the function.
- What the program is.
- The date and time.
- The venue. (The place where



- A polite request to attend the function. the function will take place.)

SOLUTION

Invitation

Mr. Rajan and Mrs. Sneha Spare

cordially invites you
along with your family
on
the occasion of their
HOUSE WARMING CEREMONY
on Sunday, 25th June 2017
at
C/001, Shri gajanan Niwas,
sakinaka Road, Ghatkopar (East),
Mumbai - 400 057.

Time: 11.00 am

Your Presence is the best present

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Write an imaginary telephone conversation in which you invite your friend to the above function.

SOLUTION

| | |
|-------------|---|
| Yash | Hello! Could I speak to Raj |
| Raj | Yes, speaking. |
| Yash | Hi! I have called you up to invite you to the house-warming ceremony of our new home. |
| Raj | Oh, thanks. Where have you shifted your residence? |
| Yash | Very close to you. We are now at Shri Laxmi Niwas. |
| Raj | Next to Blue Dales School? |
| Yash | Yes, you got it right. Please do come with your parents. |
| Raj | My parents are out in Pune for about a week. When is the function? |

| | |
|-------------|--|
| Yash | On the 25th of this month. It is a Sunday. |
| Raj | Yes, they will be back by then. When should we come? |
| Yash | The pooja will begin at 11.00 am. |
| Raj | I will surely be there |
| Yash | Thanks. See you then. |
| Raj | You're welcome. See you, bye. |

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Imagine someone has invited your family to a programme and you were the only person at home when the invitation was given orally.

Write a note (4-5 lines) to pass on the message to the other people in your family. Or, Write an imaginary conversation in which you pass on the message to your parents.

SOLUTION

Dear Mom and Dad,

Rakesh uncle has invited us for a surprise birthday party given for Sheela aunty, tomorrow, 8th November at Grand Central Hotel at 7.00 pm.

Sona