TOPIC 5

Letter of Invitation / Accepting the Invitation / Declining the Invitation

### **What is an invitation?**

**Invitation Letter -**An **invitation** is a written or verbal request inviting someone to go somewhere or to do something. An invitation is a request, a solicitation, or an attempt to get another person to join you at a specific event. When you ask people to attend a party, visit your beach house, or witness your marriage, you invite them by giving them an invitation.  
It can be in the form of an invitation card which is generally considered as a **formal invitation or it may be in the letter format which is more informa**

An invitation letter is a written message that requests a person, group of people, or a company to be present at a certain event.

This type of letter may be sent both by email and post.

For some cases, hand-written or printed invitations will work better than an email.

While you can just call your friend and invite him or her to your birthday, you will need to write an invitation letter if you need to invite guests for a formal event, business partners for a meeting, or assure the embassy consul that you will be hosting for your friend, and more

**Invitation Letter** is a type of **letter** written to an organisation or an individual for their participation or presence in an event or an occasion. .

On the other hand personal **invitation letter** is written like an informal **letter**

**Tips on How to Write a Formal Invitation Letter**

* Use an appropriate tone.
* Be polite and positive.
* Provide detailed information about the event.
* Always check the letter before sending it.
* Don’t forget to write the contact information.
* Mention special instructions or requirements if needed.
* Follow the required format if needed.
* Send the invitation letter beforehand

### **Format of an informal invitation**

**SENDER’s ADDRESS-** The sender’s address is usually put on the top right-hand corner of the page.

**DATE (In expanded)** - The sender’s address is followed by the date just below it, i.e. on the right side of the page. This is the date on which the invitation is being written. It is to be written in expanded form.

**RECEIVER’s ADDRESS**

**SUBJECT-** Then we sum up the purpose of writing the invitation in one line. This helps the receiver focus on the subject of the invitation in one glance. It is important to underline the subject.

**SALUTATIONS-**This is where you greet the person you are addressing the invitation to.

**---------BODY-------**

**OMPLEMENTARY CLOSUR**E- Mention the name given in the question paper. Do not mention your personal details.

DESIGNATION

**Features of a Formal invitation are as follows-**

1. The invitation should be written in third person and not in first or second person.
2. Simple present tense is used.
3. A polite and courteous tone should be used.
4. It is a single sentence presentation.
5. No signatures required.
6. Dates must be written in letters and you should not use abbreviation. However, date of writing must not be mentioned.
7. It ought to explain why the party or event is being held, "to celebrate..." or "to honour..."
8. Length as per CBSE guidelines is limited to 50 words.
9. It is generally enclosed in a box.
10. It should answer to the 5Ws:
    1. WHAT- The occasion
    2. WHEN- Date and time
    3. WHERE- Venue
    4. WHO- Name of the host

**WHOM- Name of the person being invited**

**Features of an informal invitation are as follows-**

1. They are written to friends, relatives, and acquaintances.
2. They follow the pattern of ordinary personal letters.
3. They are written in first/second person.
4. The style and tone is relaxed and informal.
5. Different tenses are used as per the demand.
6. The letter can be elaborative explaining the details of the event.

**INVITATION REPLIES**

The features of a reply are as follows -

1. A formal reply is usually very short. It is brief and to the point. The quality of a good reply is that it is always pleasant.
2. Even while declining the invitation or expressing inability to attend, one must be polite and courteous.
3. Formal replies demand a formal tone and treatment. There is no room for unnecessary details or superfluous matter in them.
4. An informal reply or private letter may, however, express personal feeling or desires in an intimate style and informal tone.

**Formal Replies**

The main characteristics of a formal reply are as follows:  
• Acknowledge the invitation.  
• Express thanks in the third person.  
• Mention acceptance/regret.  
• Specify the reason for the refusal.  
• Be brief and specific.  
• be formal in tone and treatment.

**Informal Replies**

The main characteristics of an informal reply are as follows:  
• Acknowledge the invitation in the first person.  
• Use the second person for the sender of invitation.  
• Mention acceptance/regret  
• Specify the reason in case of refusal.  
• Use warm and simple language.  
\* Do not exceed the word limit (usually 50)

**SUGGESTED VALUE POINTS AS PER CBSE GUIDELINES:**

**Suggested value points**  
– invite the artiste  
– what - school organising one-act play competition  
– date, time, venue  
– details of the event - classes involved, theme, category (interschool / inter-house)  
– request to confirm  
– any other relevant details.

#### **Invitation and reply - solved questions**

Below are a few solved questions for you so that you get an idea as to how to attempt **class 12 English writing skills -invitation and reply writing**question well. Remember, the more you read and practice, the better it is. As per, CBSE guidelines, it should not exceed the prescribed word limit.

**1. You are Akash Patel living at 24 Adarsh Colony, Sun City, Baroda. 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.**

**Answer:**

|  |
| --- |
| Akash Patel request the pleasure of your benign presence at the grand dinner on the auspicious occasion of the **GOLDEN WEDDING ANNIVERSARY** Of His/her Grandparents At his/her residence 24 Adarsh Colony Sun City, Baroda At 8:30 pm On 18 MARCH, 20XX  R.S.V.P. Akash Patel  98100XXXXX |

**1. You are Akash Patel living at 24 Adarsh Colony, Sun City, Baroda. You decide to hold a dinner party to congratulate your grandparents on their golden wedding anniversary. Draft an invitation words to all family members to attend a grand dinner at home.**

24 Adarsh Colony Sun City,

Baroda  
  
01 March, 20XX

Dear Uncle/ Aunt/ any other family member

On the auspicious occasion of the Golden Wedding Anniversary of my grandparents, I am extremely happy to invite you to the grand dinner at my residence. The dinner is scheduled to be on 18 March at 8:30 pm.

Kindly confirm your presence by 15 March.  
Thank you

Yours affectionately  
Akash Patel

**2) Acceptance of Invitation**

**4, Meghdoot Society**

**Behind Ganesh dairy**

**Anand.**

**Date: 3rd March 2021**

**Dear Akash**

**I am extremely happy to hear the news that your grandparents are going to complete 50 golden years of their marriage and that you have organized a dinner to mark the occasion.**

**I will not miss the vent for anything in the world… sure I will be there.**

**Yours affectionately**

**Dilip**

**2. Write an invitation in not more than 50 words to your friend Rameshwari to spend her winter break with you in Mumbai. You are Puja/Puneet of 25, M.G. Road, Mumbai.**

**Answer:**  
25, M.G. Road  
Mumbai  
10 December, 20XX  
Dear Rameshwari  
As the winters are approaching, I invite you to spend the winter break with me at my house in Mumbai. At that time, the weather here is pleasant due to sea winds. It is a good time for sight seeing around Mumbai

I will introduce you to my parents and close relatives. Kindly confirm your arrival by mid- December.

Yours affectionately  
Puja/Puneet

**3. 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 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.**

**Answer:**  
Sunrise Global School  
Agra  
01 November, 20XX  
Sir  
Our school is organising its Annual Sports Day on 30th November, 20XX. Your gracious presence will act as a catalyst and inspire us all. You are requested to hand over the prizes to the budding sportspersons of the school in our school ground at 2 pm.  
Kindly confirm your availability by 20, November.  
Yours faithfully  
Karuna/ Karan  
Sports Secretary

) You are the Secretary of the Science Club in your college. The club organizes a grand event called Compu Carnival, an inter college computer related competitions every year on 28th February. This year too, the club has plans to hold such an event. Write a letter of invitation to Dr G S Patel, Prof. & head , Dept of Computer Science, Sardar Patel University, Vallabh Vidyanagar, requesting & inviting him to inaugurate the carnival.

From

Mr./Ms……………………………..

Science Club,

VP & RPTP Science College,

Vallabh Vidyanagar.

Date: 10 Feb 2021

To

Dr. Dr G S Patel

Prof. & Head,

Dept of Computer Science,

Sardar Patel University,

Vallabh Vidyanagar.

Sub: Request & Invitation to inaugurate Compu. Carnival on 28th Feb 2021.

Respected Sir

We have been organizing an Inter college computer related competitions in an event called Compu- carnival on 28th Feb every year to mark the National Science Day.

More than 200 students from 40 colleges from around Anand and the whole of Gujarat participate competitions related to logic, programming, quiz etc.

In this regard, we would like to request you to kindly accept our invitation to be the Chief Guest for the event. The details are as follows:

Event: Inter-College Compu. Carnival

Date: 28 Feb 2021

Inauguration: 10.00 am

Venue: Central hall, V P Science College.

We would be honoured if you accept our request and invitation. Your presence would motivate all the students.

Could you please confirm your acceptance before 12th Feb. 2021?

Regards

Acceptance of Invitation

From

Dr. G S Patel

Prof. & Head,

Dept of Computer Science,

Sardar Patel University,

Vallabh Vidyanagar.

Date: 11th Feb 2021

To

Mr./Ms……………………………..

Science Club,

VP & RPTP Science College,

Vallabh Vidyanagar.

To

Sub: Acceptance of Invitation to inaugurate Compu. Carnival on 28th Feb 2021.

Dear Sir

Thank you very much for this invitation. I am indeed honoured and extremely glad to be invited for such an event in one of the most prestigious colleges of Gujarat.

I will definitely be available for the event. Best wishes for the success of the program.

Regards

G S Patel

Acceptance of Invitation

From

Dr. G S Patel

Prof. & Head,

Dept of Computer Science,

Sardar Patel University,

Vallabh Vidyanagar.

Date: 11th Feb 2021

To

Mr./Ms……………………………..

Science Club,

VP & RPTP Science College,

Vallabh Vidyanagar.

To

Sub: Inability to acceptv Invitation to inaugurate Compu. Carnival on 28th Feb 2021.

Dear Sir

Thank you very much for this invitation. I am indeed honoured and extremely glad to be invited for such an event in one of the most prestigious colleges of Gujarat.

However, I regret to inform you that due to a prior commitment, I am not in a position to accept the invitation.

Best wishes for the success of the program.

Regards

G S Patel