

INTERNATIONAL INDIAN SCHOOL BURAI DAH

English Worksheet for the academic year 2023-24

Class: XII.

Invitation – 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.

Invitations are of two types:

- (a) Formal and
- (b) Informal.

Format of Formal Invitations:

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

- Names of the hosts
- Name of the invitee (in case of a formal letter of invitation)
- Formal phrase of invitation, for example:
Request the pleasure your benign presence/company Seek your auspicious presence
Solicit your gracious presence on the auspicious occasion
- Date, time and venue of the event
- Occasion/ reason of the invitation.

Replies

Replies Accepting or Declining

Formal Follow a set formula:

- formal words: 'kind invitation', 'great pleasure', 'regret', etc.
- Use third person ('they') instead of first person (I, 'We')
- Address of the writer and the date to be written.

Writing Informal Invitations:

- Written in a letter form, in an informal format. Such letters are very persuasive in nature.
- Written in the first person.
- Salutation is 'dear + name'.
- Complimentary close 'Yours sincerely'.
- Date of writing the invitation is given.

- Sender's address appears on the left-hand side.
- Various tenses used to suit the sense.

Replies Accepting or Declining

Formal Follow a set formula:

- formal words: 'kind invitation', 'great pleasure', 'regret', etc.
- Use third person ('they') instead of first person (I, 'We')
- Address of the writer and the date to be written.

♦ Informal – Accepting or Declining

- Like an ordinary letter
- Do not use any formal expressions, but use informal words and expressions
- Use first person ('I', 'We').

As Secretary of the Literary Club of St. Anne's School, Ahmedabad, draft a formal invitation in not more than 50 words for the inauguration of the club in your school. (Delhi 2009)

Answer:

St. Anne's School

Ahmedabad

We cordially invite all staff, students and parents for the inauguration of the Literary Club of the School on 29th July between 8.30 a.m. to 11.30 a.m. within the school premises. Well, known novelist, Mr Sandeep Kumar will be our Chief Guest. You all are also requested to join us in the auditorium for tea and snacks after the inauguration ceremony.

Secretary

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. (All India 2014)

Answer:

Reply To Invitation:

The Principal

ABC College

March 25th, 20xx

Subject: Inability to accept the Invitation Sir

I would like to express my gratitude to the Civil Lines Book Club for inviting me to inaugurate the first edition of the Civil Club Book Exhibition. But I regret my inability to attend the function due to a prior commitment. I have to attend a meeting with the governing body of our college on the same day for which the inauguration is scheduled.

You have received an invitation to be the judge for a literary competition in St. Ann's School. Send a reply in not more than 50 words, confirming your acceptance. You are Mohan/Mohini. (All India)

Answer:

Confirming Acceptance:

16, XYZ Lane

ABC Nagar,

Chennai

St. Ann's School

TVS Nagar

Chennai

Subject: Acceptance of invitation for judging the literary competition.

Sir,

I would like to express my gratitude to St. Ann's School for inviting me to be the judge for a literary competition in your school. I confirm my acceptance for the same and will make sure that I am present there at the scheduled date and time.

Yours sincerely

Mohini