

# International Indian School Buraidah

## Worksheet for the academic year 2024-25

**Class XII**

**Subject: English**

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### Invitation and Replies

#### ◆ Invitation

To invite someone for an occasion, we use the written form Invitation.

Invitations are generally printed cards through which we invite our guests on some auspicious occasions like wedding, birthday, wedding anniversary, house warming, the inauguration of a shop/factory, etc.

#### ◆ 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.

#### ◆ Writing Informal Invitations:

##### Informal

- 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

## 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’).

1. 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

### **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

2. The literary club of your school is putting up the play ‘Waiting for Godot’. As secretary of the club, draft an invitation inviting the famous writer Sudeesh Gupta to be the guest of

honour at the function. Write the invitation in not more than 50 words. You are Govind/Gauri.

ABC School  
Shastri Nagar  
Mumbai

February 20, 20xx

Mr. Sudesh Gupta  
XYZ Lane  
PQR Colony  
Mumbai

Subject: Invitation as Chief Guest  
Dear Sir

The Literary club of our school is putting up the play 'Waiting for Godot' on 17th January, 20xx in our school auditorium from 9-10 am. On behalf of our club, I would like to extend a cordial invitation to you to be the guest of honour at the function. It would be our privilege if you consent to grace this occasion with your esteemed presence

Gauri  
Secretary (Literary Club)

3. 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.

Reply To Invitation:

The Principal  
ABC College

March 25th, 20xx

Subject: Inability to accept the Invitation Sir

Dear .....

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.

Yours faithfully  
Tanvi

4. 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.

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

