

CREATIVE WRITING SKILLS SHORT WRITING TASKS

CHAPTER

2

INVITATIONS (Formal and Informal)

Syllabus

- I. Short writing task –Formal/Informal Invitation and Reply up to 50 words. One out of the two given questions to be answered.
(3 Marks: Format : 1 / Content : 1 / Expression : 1)



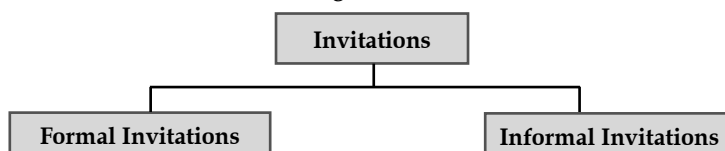
Learning Outcomes

- Identify a topic, organize and structure thoughts and write with a sense of purpose and an awareness of audience.
- To write all types of Invitations – Formal and Informal.
- To write business and official letters.
- To write on various issues to institutions seeking relevant information, lodge complaints, express thanks or tender apology.
- To write applications, fill in application forms and prepare a personal bio-data for admission into colleges, universities, entrance tests and jobs.
- To write informal reports as part of personal letters on functions, programmes and activities held in school (morning assembly, annual day, sports day, etc.)
- To write formal reports for school magazines/events/processes/ or in local newspapers about events or occasions.

Introduction

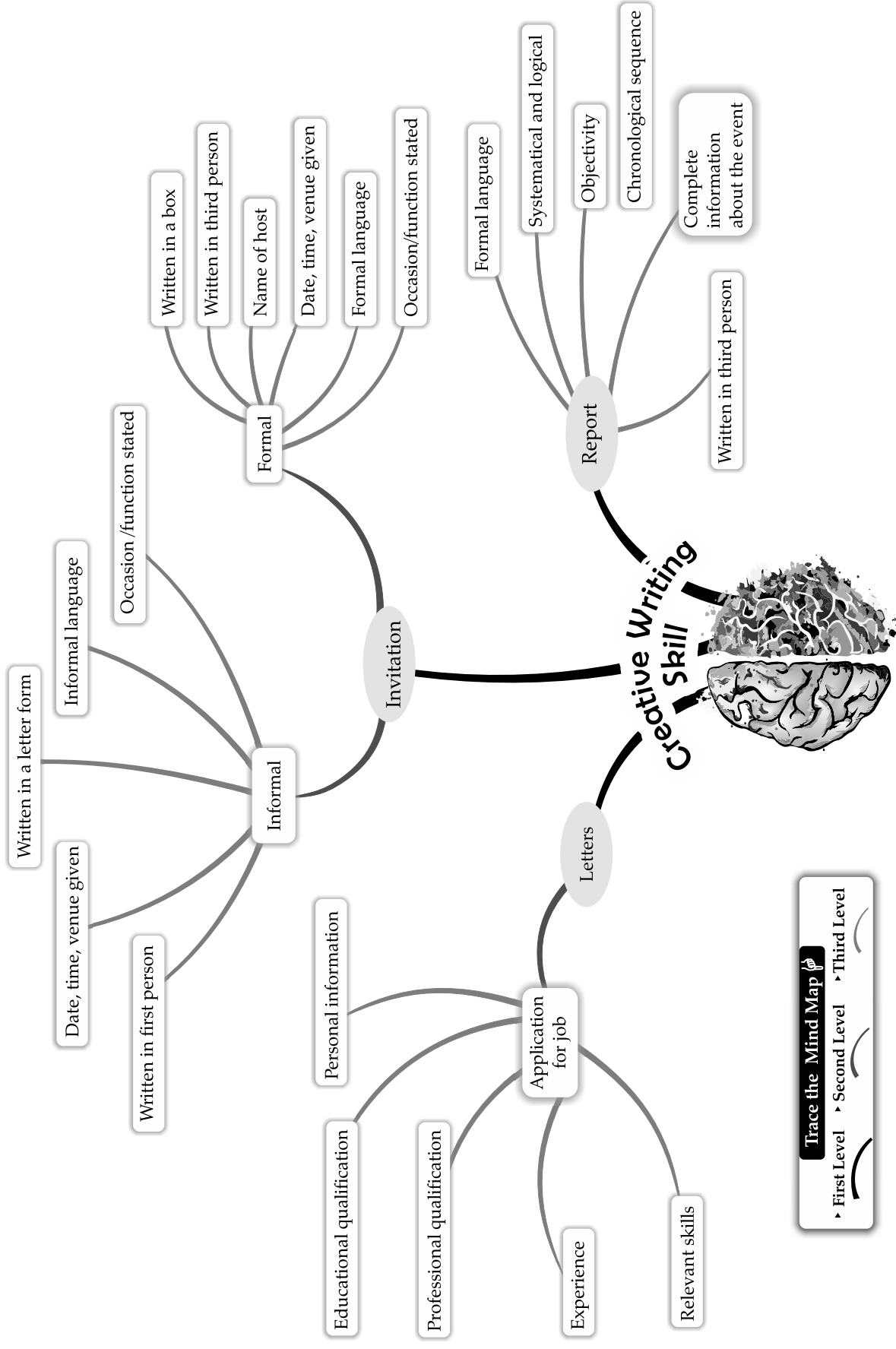
- Invitations are extended to relatives, friends, acquaintances, etc., on auspicious occasions like marriage, birthday, engagement, house-warming etc.

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 the 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 'Repondez, sil vous 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) making/sending 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 a 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	Informal
* Written in both box and letter format	* Written in a letter form
* Written in third person	* First person
* Name of host	* Date, time, venue
* Date, time, venue	* Occasion/function
* Occasion/function	* Informal language
* Formal language	

Format

Formal Invitation Format :

St. Anne's School (Host / Organizer)	
<i>Requests the pleasure of your company on the inauguration of their</i>	
JUNIOR WING	
Little Angels	
as per the details given below	
<i>Date : 6 August, 20xx</i>	
<i>Time : 9 a.m. onwards</i>	
<i>Venue : School Campus</i>	
Schedule	
<i>Hawan</i>	<i>9 a.m.</i>
<i>Lunch</i>	<i>2 p.m.</i>
<i>Cultural programme</i>	<i>4 p.m.</i>
<i>RSVP</i>	<i>Best Wishes</i>
<i>ABC</i>	<i>St. Anne's</i>
<i>98xxxxxxx</i>	<i>Fraternity</i>
* Map Overleaf *	

Formal Invitation Letter Format :

<i>Sender's Address</i> <i>Date</i>	
<i>Receiver's Address</i>	
<i>Dear XYZ</i> <i>BODY</i>	
<i>Date</i> : <i>Time</i> : <i>Venue</i> :	
<i>Yours truly</i>	

Informal Invitation Letter Format :

<i>Sender's Address</i>	
<i>Date</i> :	
<i>Dear XYZ</i>	
..... <i>Body</i>	
<i>Date</i>	: <i>Time</i> : <i>Venue</i> :
<i>Yours affectionately</i> <i>ABC</i>	
Note : <i>When we write a letter to invite somebody to grace the occasion, the language should be formal, but when we invite some friends/relatives, then the format and language should be informal.</i>	

Reply to an Invitation

1. Formal

- a) Letter
- b) Note

2. Informal

- a) Letter

Formal

Note:

- * The note is written in reply of formal invitation only.
- * The note is written in 'third person'.

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.

Board Marking Scheme

Invitation will be of 3 marks

Format

1 mark

Content—What, Where, When

1 mark

Expression—Coherence, relevance, spellings, grammatical accuracy

1 mark



Previous Years Questions

(3 marks each)

- AI 1.** Your school is planning to organise a talk on the 'Importance of Promoting Art Education' at various levels. You plan to invite The Director, Delhi School of Art, as a Key Note Speaker. As CCA Coordinator of Vidya Mandir Vidyalaya. Draft an invite for the same giving all the necessary details. (50 words) (CBSE SQP, 2019-20) 3

Ans.	Invite: Importance of Promoting Art Education	
	Content:	2 marks
	Expression: grammatical accuracy, spellings:	1 mark
	Suggested value points :	
	• Addressing The Director	
	• Event- a talk	
	• Requesting him to be Key Note Speaker	
	• Ask for confirmation/ availability	
	(Due credit should be given for the economy of words used and well-formatted response.)	

Vidya Mandir Vidyalaya
Delhi.

20 January, 20xx

The Director
Delhi School of Art
Delhi.

Sub: Invitation to be the Key Note Speaker

Dear Sir,

With due regards, we inform you that our school has planned to organise a talk on the 'Importance of Promoting Art Education' at various levels. We extend invitation to you to be a Key Note Speaker. We will be highly obliged if you spare some time and enlighten us with your views.

Kindly send your confirmation at the earliest.

Thanking you.

Yours truly

XYZ

(CCA Co-ordinator)

- Q2.** You are Dhruv / Deepa. Your father, Shri Dheeraj Garg of Gurugram wants you to draft an invitation to be sent to friends and relatives on the occasion of your elder sister's marriage. Prepare the invitation giving necessary details in not more than 50 words. (CBSE Delhi Set-I, 2019)

Ans.

Suggested value points

- Name of host – Dheeraj Garg
- Occasion – marriage of daughter
- Name of parents, bride, groom
- date, time, venue
- RSVP / with best compliments from friends and relatives

(any other relevant points)

Note- use of third person pronoun

(As an Invitation letter)

Format – Sender's address, date, time, salutation (invitee - Dear Uncle / Aunt / family member / members or any other should be accepted) content - occasion, date, time, venue and other details & closing (Yours affectionately or any other suitable) –Dheeraj Garg

1 mark

Content

1 mark

Suggested value points

- Invitation to attend marriage of daughter
- Name of parents, bride, groom
- Date, time, venue

(any other relevant points)

Expression

1 mark

Note- use of first person pronoun

[CBSE Marking Scheme, 2019] 3

Detailed Answer :

Mrs. & Mr. Dheeraj Garg request the pleasure of your company on the auspicious occasion of the marriage of their daughter SARIKA with RITESH (son of Mrs. & Mr. Ajay Agarwal) as per the details given below : Date : 14th April, 20XX Time : 8 PM onwards Venue : Hotel Silver Plaza, Gurugram R.S.V.P. Dhruv Garg

- Q3.** 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.

[CBSE Outside Delhi, 2018] 3

Ans.

FORMAL INVITATION

As an invitation card

Format to be included in the content mark

Content

Expression

Suggested value points

- name of host- Faiz/Falak Mazumdar
- occasion- grand dinner to felicitate grandparents on their golden wedding anniversary
- date, time, venue
- any other relevant details
- RSVP/with best compliments from friends and relatives

3 marks

Note- use of third person pronoun

(AS AN INVITATION LETTER)

Format- Sender's address, date, salutation (invitee- Dear Uncle/Aunt/family member/members or any other should be accepted) content - occasion, date, time, venue and other details & closure (Yours affectionately or any other suitable)

1 mark

Content

2 marks

Suggested value points

- invitation to attend wedding anniversary dinner

[CBSE Marking Scheme, 2018]

Detailed Answer :

Mr. & Mrs. Faiz Mazumdar
Request the pleasure of your presence
On the auspicious occasion of the
GOLDEN WEDDING ANNIVERSARY
of their
Grandparents and congratulate them with a dinner party at
their residence 39, Udampur Colony, Shimla
At 4:30 p.m.
On 25 October, 2018.
R.S.V.P
Mr. & Mrs. Faiz Mazumdar
Phone : 9956879978

4. 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 Puneeta / Puneeta Vij, M-114, Fort Road, Chennai. [CBSE Outside Delhi Set I, 2017] 3

Ans.

REPLY TO INVITATION

3 marks

Format

- | | |
|-----------------------|---------------------|
| 1. sender's address | 2. date |
| 3. receiver's address | 4. subject/ heading |
| 5. opening | 6. closing |

Suggested value points :

- thanks for the invitation and congratulation
 - expression of regret.
 - reason for not attending (Pre- Board exams)
 - any other relevant details
- (accept both forms- card or letter)

[CBSE Marking Scheme, 2017]

Detailed Answer :

M-114, Fort Road
Chennai - 600009
03 March, 2019

Dear Sathish,

It is a great pleasure to receive the invitation to attend your sister Jaya's wedding. Thanks for inviting me. But I am sorry to inform you that I won't be able to attend the same as the Physics paper of my pre-board examination is scheduled on the same day of wedding. Please convey my best wishes to Jaya and her fiancé.

Yours lovingly,
Puneet

Q 5. Sunrise Global School, Agra is going to organize a one-act play competition in their school auditorium. You have decided to invite the noted stage artiste, Nalini to grace the occasion. Draft a formal invitation for her in about 50 words. You are Karuna/Karan, Cultural Secretary.

[CBSE Delhi Set II, 2016] 3

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)
- request to confirm
- any other relevant details

(Due credit should be given for the economy of words used)

[CBSE Marking Scheme, 2016]

Detailed Answer :

Sunrise Global School

Agra

5 March, 2016

Ms. Nalini

27, Kamla Nagar

Agra

Sub : Invitation to be the guest of honour

Dear Madam,

Our school is going to organize a One-act play competition in our school auditorium on 10 March, 20xx from 11 a.m. to 3 p.m. We shall be highly obliged if you could spare some of your precious time to grace the occasion.

I hope that you will accept this humble request and will confirm your programme at the earliest.

Thanking you.

Yours sincerely

Karuna

(Cultural Secretary)

Commonly Made Errors

- Name of the person or organisation sending the invitation is missed.
- Time and venue are omitted.
- Subject is not mentioned.

Answering Tips

- Name of host, time, venue, etc., must be clearly stated.
- Name of VIP, if there is any, must be mentioned.
- Only present tense to be used while giving details of the event.

