

### 13. Chapter: Informal Invitation (Writing)

Q.No	Question	Marks
<b>Free Response Question / Subjective Question</b>		
Q.185	Draft an invitation in about 50 words as Nimisha Ashokkumar, daughter of Srinivas and Nikitha Ashokkumar, inviting your cousin and her family to your parents' 25th anniversary celebration on 7th March, 2024, 7 pm onwards, at Rajshree Gardens, Chennai, Tamil Nadu.	5
Q.186	You are Surabhi, residing in Bangalore. Your friend, Shreya, is celebrating her birthday at her house on 2nd November, 2024, 11 am onwards, and has extended an invitation to you. Draft a reply of acceptance in not more than 50 words.	5
Q.187	You recently started a book club at Matilang Park, Shillong. Interested readers will assemble every Sunday morning to read together and discuss their books. Draft an invitation in about 50 words asking your friend to join the club at the park during the upcoming weekend. You are Janice from Shillong.	5
Q.188	You are Rishabh, residing in Mumbai. Your friend's parents, the Brancos, are organising a heritage walk in Goa to trace the Portuguese history of Goa as seen in the architecture of many houses, including their own family home. Your friend Nikhil Branco has invited you. Draft a reply of acceptance in about 50 words.	5
Q.189	You are Neelam, residing in Delhi. You are arranging a surprise birthday party for your 10-year-old sister with her favourite cartoon as the theme. Draft an invitation in about 50 words to all her friends to attend the party on 3rd October, 2024, 3 pm onwards at your house.	5
Q.190	You are Mary Singh, residing in Eco World Spa, Gurugram, Haryana. You are planning to move to Delhi for a job opportunity. To make the move easier, you are organising a sale of some of your items. Draft an informal invitation in about 50 words inviting interested residents to your home for the sale.	5
Q.191	You are Shahid Manham, a resident of Jal Vayu Heights, Noida, Uttar Pradesh. Your friend invited you to participate in a pottery-making workshop with him on 5 April 2023 at 5 pm. Draft a response of acceptance in about 50 words.	5

Q.192	Your are Jenny Lyngdoh, residing in Shillong, Meghalaya. Your cousin invited you to attend a concert with her on the weekend. However, you do not feel too well and would like to stay at home to recover. Draft a response of rejection explaining your reason in not more than 50 words.	5
Q.193	You are Neelohit Dey, residing in Darjeeling, West Bengal. Your friend's parents invited you for the tea harvesting day on their farmland, which includes tasting and enjoying various brewed items. Draft a response of acceptance in not more than 50 words expressing your excitement for the day.	5

## Answer Key & Marking Scheme

Q.No	Answers	Marks
Q.185	<p><b><u>Content</u></b></p> <ul style="list-style-type: none"> <li>◆ States the purpose of the invitation clearly [0.50 marks]</li> <li>◆ Uses an informal tone [0.50 marks]</li> <li>◆ Uses appropriate vocabulary that is relevant to the context [0.50 marks]</li> <li>◆ Fulfils the word count requirement [0.50 marks]</li> </ul> <p><i>Award the full allotted marks for each criteria that meets the stated expectations.</i></p> <p><i>Award 0 marks for each criteria that does not meet the stated expectations.</i></p> <p><b><u>Organisation</u></b></p> <ul style="list-style-type: none"> <li>◆ Includes all components of an informal invitation: name(s) of the invitee(s), name(s) of the host(s), occasion, date, time and venue [1 mark]</li> <li>◆ Follows the correct format for an informal invitation (date, presentation in first person, salutations) [1 mark]</li> </ul> <p><i>Award the full allotted marks for each criteria that meets the stated expectations.</i></p> <p><i>Award half of the allotted marks for each criteria that needs improvement.</i></p> <p><i>Award 0 marks for each criteria that does not meet the stated expectations.</i></p> <p><b><u>Language Mechanics</u></b></p> <ul style="list-style-type: none"> <li>◆ Uses correct grammar, spelling and other language mechanics</li> </ul> <p><i>Award the full allotted marks if there are only one or two minor errors.</i></p> <p><i>Award half of the allotted marks if there is one major error.</i></p> <p><i>Award 0 marks if there is more than one major error.</i></p>	5
Q.186	<p><b><u>Content</u></b></p> <ul style="list-style-type: none"> <li>◆ States the purpose of the invitation clearly [0.50 marks]</li> <li>◆ Uses an informal tone [0.50 marks]</li> <li>◆ Uses appropriate vocabulary that is relevant to the context [0.50 marks]</li> <li>◆ Fulfils the word count requirement [0.50 marks]</li> </ul>	5

	<p><i>Award the full allotted marks for each criteria that meets the stated expectations.</i></p> <p><i>Award 0 marks for each criteria that does not meet the stated expectations.</i></p> <p><b><u>Organisation</u></b></p> <ul style="list-style-type: none"> <li>◆ Includes all components of an informal invitation: name(s) of the invitee(s), name(s) of the host(s), occasion, date, time and venue [1 mark]</li> <li>◆ Follows the correct format for an informal invitation (date, presentation in first person, salutations) [1 mark]</li> </ul> <p><i>Award the full allotted marks for each criteria that meets the stated expectations.</i></p> <p><i>Award half of the allotted marks for each criteria that needs improvement.</i></p> <p><i>Award 0 marks for each criteria that does not meet the stated expectations.</i></p> <p><b><u>Language Mechanics</u></b></p> <ul style="list-style-type: none"> <li>◆ Uses correct grammar, spelling and other language mechanics</li> </ul> <p><i>Award the full allotted marks if there are only one or two minor errors.</i></p> <p><i>Award half of the allotted marks if there is one major error.</i></p> <p><i>Award 0 marks if there is more than one major error.</i></p>	
Q.187	<p><b><u>Content</u></b></p> <ul style="list-style-type: none"> <li>◆ States the purpose of the invitation clearly [0.50 marks]</li> <li>◆ Uses an informal tone [0.50 marks]</li> <li>◆ Uses appropriate vocabulary that is relevant to the context [0.50 marks]</li> <li>◆ Fulfils the word count requirement [0.50 marks]</li> </ul> <p><i>Award the full allotted marks for each criteria that meets the stated expectations.</i></p> <p><i>Award 0 marks for each criteria that does not meet the stated expectations.</i></p> <p><b><u>Organisation</u></b></p> <ul style="list-style-type: none"> <li>◆ Includes all components of an informal invitation: name(s) of the invitee(s), name(s) of the host(s), occasion, date, time and venue [1 mark]</li> <li>◆ Follows the correct format for an informal invitation (date, presentation in first person, salutations) [1 mark]</li> </ul> <p><i>Award the full allotted marks for each criteria that meets the stated expectations.</i></p>	5

	<p><i>Award half of the allotted marks for each criteria that needs improvement.</i></p> <p><i>Award 0 marks for each criteria that does not meet the stated expectations.</i></p> <p><b><u>Language Mechanics</u></b></p> <ul style="list-style-type: none"> <li>◆ Uses correct grammar, spelling and other language mechanics</li> </ul> <p><i>Award the full allotted marks if there are only one or two minor errors.</i></p> <p><i>Award half of the allotted marks if there is one major error.</i></p> <p><i>Award 0 marks if there is more than one major error.</i></p>	
Q.188	<p><b><u>Content</u></b></p> <ul style="list-style-type: none"> <li>◆ States the purpose of the invitation clearly [0.50 marks]</li> <li>◆ Uses an informal tone [0.50 marks]</li> <li>◆ Uses appropriate vocabulary that is relevant to the context [0.50 marks]</li> <li>◆ Fulfils the word count requirement [0.50 marks]</li> </ul> <p><i>Award the full allotted marks for each criteria that meets the stated expectations.</i></p> <p><i>Award 0 marks for each criteria that does not meet the stated expectations.</i></p> <p><b><u>Organisation</u></b></p> <ul style="list-style-type: none"> <li>◆ Includes all components of an informal invitation: name(s) of the invitee(s), name(s) of the host(s), occasion, date, time and venue [1 mark]</li> <li>◆ Follows the correct format for an informal invitation (date, presentation in first person, salutations) [1 mark]</li> </ul> <p><i>Award the full allotted marks for each criteria that meets the stated expectations.</i></p> <p><i>Award half of the allotted marks for each criteria that needs improvement.</i></p> <p><i>Award 0 marks for each criteria that does not meet the stated expectations.</i></p> <p><b><u>Language Mechanics</u></b></p> <ul style="list-style-type: none"> <li>◆ Uses correct grammar, spelling and other language mechanics</li> </ul> <p><i>Award the full allotted marks if there are only one or two minor errors.</i></p> <p><i>Award half of the allotted marks if there is one major error.</i></p> <p><i>Award 0 marks if there is more than one major error.</i></p>	5

Q.189	<p><b><u>Content</u></b></p> <ul style="list-style-type: none"> <li>◆ States the purpose of the invitation clearly [0.50 marks]</li> <li>◆ Uses an informal tone [0.50 marks]</li> <li>◆ Uses appropriate vocabulary that is relevant to the context [0.50 marks]</li> <li>◆ Fulfils the word count requirement [0.50 marks]</li> </ul> <p><i>Award the full allotted marks for each criteria that meets the stated expectations.</i></p> <p><i>Award 0 marks for each criteria that does not meet the stated expectations.</i></p> <p><b><u>Organisation</u></b></p> <ul style="list-style-type: none"> <li>◆ Includes all components of an informal invitation: name(s) of the invitee(s), name(s) of the host(s), occasion, date, time and venue [1 mark]</li> <li>◆ Follows the correct format for an informal invitation (date, presentation in first person, salutations) [1 mark]</li> </ul> <p><i>Award the full allotted marks for each criteria that meets the stated expectations.</i></p> <p><i>Award half of the allotted marks for each criteria that needs improvement.</i></p> <p><i>Award 0 marks for each criteria that does not meet the stated expectations.</i></p> <p><b><u>Language Mechanics</u></b></p> <ul style="list-style-type: none"> <li>◆ Uses correct grammar, spelling and other language mechanics</li> </ul> <p><i>Award the full allotted marks if there are only one or two minor errors.</i></p> <p><i>Award half of the allotted marks if there is one major error.</i></p> <p><i>Award 0 marks if there is more than one major error.</i></p>	5
Q.190	<p><b><u>Content</u></b></p> <ul style="list-style-type: none"> <li>◆ States the purpose of the invitation clearly [0.50 marks]</li> <li>◆ Uses an informal tone [0.50 marks]</li> <li>◆ Uses appropriate vocabulary that is relevant to the context [0.50 marks]</li> <li>◆ Fulfils the word count requirement [0.50 marks]</li> </ul> <p><i>Award the full allotted marks for each criteria that meets the stated expectations.</i></p> <p><i>Award 0 marks for each criteria that does not meet the stated expectations.</i></p> <p><b><u>Organisation</u></b></p>	5

	<ul style="list-style-type: none"> <li>◆ Includes all components of an informal invitation: name(s) of the invitee(s), name(s) of the host(s), occasion, date, time and venue [1 mark]</li> <li>◆ Follows the correct format for an informal invitation (date, presentation in first person, salutations) [1 mark]</li> </ul> <p><i>Award the full allotted marks for each criteria that meets the stated expectations.</i></p> <p><i>Award half of the allotted marks for each criteria that needs improvement.</i></p> <p><i>Award 0 marks for each criteria that does not meet the stated expectations.</i></p> <p><b><u>Language Mechanics</u></b></p> <ul style="list-style-type: none"> <li>◆ Uses correct grammar, spelling and other language mechanics</li> </ul> <p><i>Award the full allotted marks if there are only one or two minor errors.</i></p> <p><i>Award half of the allotted marks if there is one major error.</i></p> <p><i>Award 0 marks if there is more than one major error.</i></p>	
Q.191	<p><b><u>Content</u></b></p> <ul style="list-style-type: none"> <li>◆ States the purpose of the invitation clearly [0.50 marks]</li> <li>◆ Uses an informal tone [0.50 marks]</li> <li>◆ Uses appropriate vocabulary that is relevant to the context [0.50 marks]</li> <li>◆ Fulfils the word count requirement [0.50 marks]</li> </ul> <p><i>Award the full allotted marks for each criteria that meets the stated expectations.</i></p> <p><i>Award 0 marks for each criteria that does not meet the stated expectations.</i></p> <p><b><u>Organisation</u></b></p> <ul style="list-style-type: none"> <li>◆ Includes all components of an informal invitation: name(s) of the invitee(s), name(s) of the host(s), occasion, date, time and venue [1 mark]</li> <li>◆ Follows the correct format for an informal invitation (date, presentation in first person, salutations) [1 mark]</li> </ul> <p><i>Award the full allotted marks for each criteria that meets the stated expectations.</i></p> <p><i>Award half of the allotted marks for each criteria that needs improvement.</i></p> <p><i>Award 0 marks for each criteria that does not meet the stated expectations.</i></p> <p><b><u>Language Mechanics</u></b></p>	5

	<p>◆ Uses correct grammar, spelling and other language mechanics</p> <p><i>Award the full allotted marks if there are only one or two minor errors.</i></p> <p><i>Award half of the allotted marks if there is one major error.</i></p> <p><i>Award 0 marks if there is more than one major error.</i></p>	
Q.192	<p><b><u>Content</u></b></p> <p>◆ States the purpose of the invitation clearly [0.50 marks]</p> <p>◆ Uses an informal tone [0.50 marks]</p> <p>◆ Uses appropriate vocabulary that is relevant to the context [0.50 marks]</p> <p>◆ Fulfils the word count requirement [0.50 marks]</p> <p><i>Award the full allotted marks for each criteria that meets the stated expectations.</i></p> <p><i>Award 0 marks for each criteria that does not meet the stated expectations.</i></p> <p><b><u>Organisation</u></b></p> <p>◆ Includes all components of an informal invitation: name(s) of the invitee(s), name(s) of the host(s), occasion, date, time and venue [1 mark]</p> <p>◆ Follows the correct format for an informal invitation (date, presentation in first person, salutations) [1 mark]</p> <p><i>Award the full allotted marks for each criteria that meets the stated expectations.</i></p> <p><i>Award half of the allotted marks for each criteria that needs improvement.</i></p> <p><i>Award 0 marks for each criteria that does not meet the stated expectations.</i></p> <p><b><u>Language Mechanics</u></b></p> <p>◆ Uses correct grammar, spelling and other language mechanics</p> <p><i>Award the full allotted marks if there are only one or two minor errors.</i></p> <p><i>Award half of the allotted marks if there is one major error.</i></p> <p><i>Award 0 marks if there is more than one major error.</i></p>	5
Q.193	<p><b><u>Content</u></b></p> <p>◆ States the purpose of the invitation clearly [0.50 marks]</p> <p>◆ Uses an informal tone [0.50 marks]</p> <p>◆ Uses appropriate vocabulary that is relevant to the context [0.50 marks]</p>	5

◆ Fulfils the word count requirement [0.50 marks]

*Award the full allotted marks for each criteria that meets the stated expectations.*

*Award 0 marks for each criteria that does not meet the stated expectations.*

**Organisation**

◆ Includes all components of an informal invitation: name(s) of the invitee(s), name(s) of the host(s), occasion, date, time and venue [1 mark]

◆ Follows the correct format for an informal invitation (date, presentation in first person, salutations) [1 mark]

*Award the full allotted marks for each criteria that meets the stated expectations.*

*Award half of the allotted marks for each criteria that needs improvement.*

*Award 0 marks for each criteria that does not meet the stated expectations.*

**Language Mechanics**

◆ Uses correct grammar, spelling and other language mechanics

*Award the full allotted marks if there are only one or two minor errors.*

*Award half of the allotted marks if there is one major error.*

*Award 0 marks if there is more than one major error.*