

28/5/22

Invitation Writing

They are of 2 types:

- i) Formal (Group - Card; Individual - Formal letter)
- ii) Informal

Formal Invitation

- i) Group - Card

In the Q it will be mentioned \Rightarrow Invitees > 1 in no.

Even if it's your Personal event - B Days or academic achievement, family affair, wedding

- ii) Individual

Format: Same as formal letter

Main body: 1 or 2 para

To preside, inaugurate, to be chief guest

Receiver's Address

Name

Designation

(If address is given write it)

Points to remember for formal invitation

To be written in 3rd Person

Details like address, dress code or any other instruction are written at the bottom to the left or to the right side as per your choice (group)

Subject matter is generally written in the centre (group)

No abbreviations to be used

Simple present tense only

Word limit : 50

Each entry to be mentioned in a separate line for group invites only

- a) The name of the hosts
- b) Formal Expression : Request the pleasure of your company
- c) Time & Date of Event
- d) Purpose & Occasion of Invitation

For RSVP, address & telephone no. is given (For any queries)

Name of chief guest of Program may be given

Group Invitation

- a) You are a student of Laxmi Public School, Model Town, New Delhi. The school is holding its Annual Function at 5:30 pm on 24th Dec 2019. The Education Minister has consented to be the chief Guest. Design an invitation card to be sent to the parents & other invitees (Word limit : 50)

A)

The Principal, Staff and Students of

Laxmi Public School, Model Town, Delhi

request the pleasure of your company

on

ANNUAL DAY CELEBRATION

on Sunday, 24 December 2019

at 5:30 pm

in the School Auditorium

Honourable Education Minister has very kindly consented to
be the Chief Guest

RSVP

Admission officer

123456789

Note: Entry Free

Individual Invitation

- Q) You are Neha / Nabul, the President of the English Literary Society of Government Model School, Sector 19, Chandigarh. You have to organize an Inter Zonal Declamation Competition on the topic 'Communication skills are very important in the Modern World' at 10+2 level. You wish to invite an eminent educationist, Dr Shailish Gupta to preside over the event held on 16 January, 2018 at 9:30 pm

Gaut Model School (Senior Sec.)
Sector - 19 Chandigarh

16 January 2018

Sub: Invitation to preside over Inter zonal Declamation Competition

Sir

The English Literary & Social Culture Society of our school is organising an English Declamation Competition on the topic 'Communication skills are very important in Modern world' on 21 January 2018 at 9:30 pm in the school auditorium. Kindly consent to preside over in the above said programme.

Yours Sincerely

Nabul