

Formal Invitation

LETTER FORMAT TEMPLATE

Sender's address

Date

Receiver's address

Subject: _____

Sir/Madam

.....Name of host..... has the pleasure of inviting..... name of guestin the..... name of event.... as a chief guest/ judge/ resource person/Speaker on.... Date... attime.... atvenue..... .

A word of confirmation will be appreciated.

Regards

Name

FORMAL INVITATION-CARD FORMAT (FOR FAMILY FUNCTIONS) TEMPLATE

Mrs. and Mr. _____

Cordially invite you
on the occasion of

Marriage /birthday/housewarming party/any other occasion
of
name

as per details given below

Date: _____

Time: _____

Venue: _____

R.S.V.P.

Address and phone number

Note:

- Programme overleaf
- Entry from Gate No. 2

With best compliments from
Family and friends

FORMAL INVITATION-CARD FORMAT
SCHOOL FUNCTION
TEMPLATE

The Principal, Staff and Students of
NAME of SCHOOL
Cordially invite you on the occasion of
NAME of EVENT
as per details given below
Date : _____
Time: _____
Venue: _____
Chief guest: _____

R.S.V.P.

Vice Principal

Phone No. _____

Note:

- Entry from Gate No.2
- Programme overleaf

INFORMAL INVITATION
TEMPLATE

Sender's address

Date

Dear Name of the receiver

It gives me great pleasure to inform you that I have arranged a small party on the occasion of ondate.....attime..... at Venue..... . Please do come to join the function and make it a memorable event for us.

Yours sincerely

Name of the sender

REPLIES TO INVITATIONS

A.FORMAL REPLIES

B.INFORMAL REPLIES

1.ACCEPTANCE:

2.REFUSAL

Formal Reply:

Acceptance

TEMPLATE: ACCEPTANCE

Date

.....Mrs/Miss/Mr .Name /Names of the sender of the reply.....thanks/thank ... Mr/Mrs
Name/Names of the receiver of the reply.....for the kind invitation forName of the
function....to be held on..Date.....at.....Timeat...Venue. .She/He/They is/are happy to
accept the invitation and will attend the function.

TEMPLATE: REFUSAL

Date

....Mrs./MisMr..Name/Names of the sender of the reply.....thanks/thank
....Mrs/Miss/Mr.Name /Names of the receiver of the reply.....for kind invitation for.....Name
of the function....to be held on ...Date.....at.....Time.....at...Venue. She/He/They is/are
regret her/his/their inability to attend the function due to prior engagement.

FORMAL REPLY ACCEPTANCE

Example :

Q1. Miss Jyotika Rani had received an invitation from Mr Jaidev Babu for his housewarming party. Write a formal reply on her behalf accepting the invitation.

Ans:

16 February 2022

Ms. Jyothika Rani thanks Mr. Babu for the kind invitation for the housewarming party of his new house on Monday 21st February 2022 at 7:00 P.M. at Bharat Community Centre Apartments ground. She is very delighted to accept the invitation and confirms her presence in the function.

FORMAL REPLY: REFUSAL

Example

Q2. On behalf of Mrs. and Mr. P.R. Dev. Draft a reply declining the invitation to the wedding party of Mrs. and Mr. M.N. Raja.

Ans:

16 February 2022

Mrs. and Mr. P.R. Dev thank Mrs. and Mr. M.N. Raja for the kind invitation to their wedding party to be held on Monday 21st February 2022 at 7 PM at Rose Banquet Hall, East Delhi. They regret their inability to attend the party due to a prior engagement. They extend their best wishes.

*POINTS TO REMEMBER:

- *Written in third person.
- * Only Date is mentioned
- *No salutation, subject, signature

INFORMAL REPLIES: ACCEPTANCE

TEMPLATE :

Address of the sender of the reply

Date

Dear name/Sir/Madam

I am happy to receive your invitation for your..... party/function to be held on ...Date... at.....Time.....at....Venue.... I would be happy to join the party on time. Looking forward to have a great time with you.

Yours truly
name

TEMPLATE: REFUSAL

Address of the sender of the the reply

Date

Dear Name/Sir /Madam

I am happy to receive invitation for your party/function to be held on..... Dateat Time.. atVenue. I regret to inform you that I would not be able to join the function due to an urgent work. I wish you a great time.

Yours truly

Name

INFORMAL REPLIES: ACCEPTANCE

EXAMPLE

Q1. Sociology Club of Sarvodaya School, Vinod Nagar is organising a grandparents' day in which you are being invited as a chief guest. Draft a reply to the invitation accepting it

Examination Hall
Delhi

16 February 2022

Dear Madam

Thanks a lot for inviting me as a chief guest for grandparents day function to be held on 28 February

2022 at 10:00 AM in the school hall. I shall attend the function. I express my best wishes for its success.

Yours sincerely

Abc

Ans:

INFORMAL REPLIES REFUSAL

EXAMPLE

Q2. Your friend Jaidev invited you to attend the function organised by him to celebrate his selection in IIM Ahmedabad. Draft a reply expressing your inability to attend the function. You are Rudranksh, from C 5, Lakshmi Nagar.

Ans:

C 5 Lakshmi Nagar

Delhi

15 February 2022

Dear Jaidev

Thanks a lot for inviting me to the function to celebrate your selection in IIM Ahmedabad to be held on 28 February 2022 at 8:00PM at DDA Park Lakshmi Nagar. I am sorry to inform you that I shall not be able to join you due to prior engagement in another city.

Yours truly

Rudranksh

Points to remember:

To be written:

Sender's address

Date

Dear /Respected Sir/Madam/Name

First person, Second person is used .

APPLICATION FOR JOB

TEMPLATE

Sender's address

Date

Designation of Receiver

Receiver's address

Subject: Application for the post of _____.

Sir

In response to your advertisement in the.....newspaper's namedated.... for the post of..... Name of the post..., I hereby offer my candidature for the same. I have the needed qualification and experience for the above post.

I have pleasant personality. I am young and dynamic. I have good communication skills in English and regional language. I have working knowledge of computers. I assure you of the best services if selected. I am enclosing my biodata.

Thank you

Yours sincerely

Name

Enclosures: 1) Biodata

2) Photocopies of certificates

BIODATA/RESUME/CURRICULAM VITAE (CV)

1. Name: As you wrote in the letter
2. Father's name: Mr _____
3. Age: _____
4. Address: As you wrote in the letter
5. Email ID: _____
6. Hobbies: Photography, listening music
7. Languages known: English, Hindi
8. Nationality: Indian
9. Educational qualification:

| S.No. | Class | Board/University | Marks |
|-------|------------|------------------|-------|
| 1 | X | CBSE | 80 % |
| 2 | XII | CBSE | 70 % |
| 3 | Graduation | Delhi University | 65 % |
| 4 | Diploma | Delhi University | 89 % |

10. Experience: 02 Years in Name of company/ organisation/ school.

11. Expected Salary: Negotiable

12. References: 1. Name

Address:

Contact No.:

2. Name

Address:

Contact No.:

Report writing

Format

.....Heading / Title.....

By ... Name of the Reporter

.....Date.....

Content

I Para – Introductory Para

What, day, date, place, time

II Para – Participants, preparation of the event, welcome of guests

III Para – Main features

Main steps

Main attractions.

IV Para – Conclusion

Expression:

- Past tense
- Spelling
- Proper order of ideas.

REPORT WRITING

1. Tragic incident

2. Pleasant incident

EXAMPLE- Tragic Incident

Q1. You are Derry/Edla, a resident of Delhi. Last week while travelling to Seemapuri you witnessed a train accident. Write a report on it.

Ans:

Title/Topic: A Train Accident

By: Derry/Edla

Date _____

A fatal train accident took place on 10th January at 8 a.m. near Seemapuri Colony crossing. The Rajdhani Express coming from Patna collided with a goods train coming from Rohtak. The Rajdhani Express got derailed.

There were six hundred people in the Rajdhani Express. Six people died on the spot including two women. Forty people got injured including ten children. Many people got trapped in bogies of the train. Local people took the injured to nearby hospital. According to the doctors, the condition of five persons was critical.

There was chaos at the accident site. Luggage were lying scattered all around. People were looking for their dear ones. The rescue team arrived after one hour. They rescued the people trapped in the bogies. A team of doctors and nurses arrived at the site. The DM expressed his grief. An enquiry committee was set up.

EXAMPLE-Pleasant Incident

Q 2: You are Jennifer/Jack, head girl /boy of Sarvodaya School, Mandawali. Your school organised a zonal level workshop on value based education last week. Write a report on it.

Ans: Title/Sub: Workshop on Value Based Education

By: Jennifer/Jack

Date:..... .

A workshop on Value Based Education was organised by Sarvodaya School, Mandawali on 28 January 2022 from 8:00 a.m. to 11:00 a.m. in the school hall. The school was decorated with posters, flags and charts.

Two hundred students of class 11th and 12th and their teachers took part in it. Mrs. Jayanti Rani, head of CBSE, Mr. Jay Raja, head of NGO Bharat and Mrs. K. Tuli, head of NCERT were the resource persons.

Mrs. Tara Devi, the school principal welcomed the guests and participants. Students of class 9th presented a small skit on importance of value based education.

Mrs. Jayanti Rani began the workshop with an introductory lecture. She highlighted the importance of workshops on such topics. After that the participants were given topics to discuss in groups. It was followed by a question answer session. The resource persons answered all the questions. A documentary prepared by SCERT was shown. After that booklets by NCERT were distributed to students.

At the end of the session, the principal of the school thanked the resource persons. She praised the students for their active participation. There was also an arrangement of light refreshment.