

# CHAPTER 3

## Party Time

### KOMPETENSI DASAR

- 3.3 Membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks khusus dalam bentuk undangan resmi dengan memberi dan meminta informasi terkait kegiatan sekolah/tempat kerja sesuai dengan konteks penggunaannya
- 4.3 Teks undangan resmi
  - 4.3.1 Menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks khusus dalam bentuk undangan resmi lisan dan tulis, terkait kegiatan sekolah/tempat kerja
  - 4.3.2 Menyusun teks khusus dalam bentuk undangan resmi lisan dan tulis, terkait kegiatan sekolah/tempat kerja, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks



## Pre-Activity

Read an excerpt of the play given below.

MONSIEUR LOISEL: *Sweetheart, I have a surprise for you.*

MADAME LOISEL : *Really, what is the surprise?*

MONSIEUR LOISEL: *See for yourself.*

(He places the invitation on the table.)

Swiftly, she tears open the envelope and draws out a printed card and reads out

***"The Minister and Madame Ramponneau request the pleasure of the  
company of  
Monsieur and Madame Loisel at the Ministry on the evening of Monday,  
January the eighteenth."***

MONSIEUR LOISEL: Isn't it wonderful?

MADAME LOISEL: What do you mean? What can I do with it?

(She tosses the invitation on the table.)

### Discussion

1. Why do people write and send invitations?
2. Why do you think invitations have become important in our society?
3. What kind of invitation do you think is in the excerpt given above?

How can you say that?

Write down your thoughts here.

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### Formal Invitation

A formal invitation is an invitation which follows a dignified form, tone or style in agreement with the established norms, customs or values (Websters, 2012).

For example:

- An invitation to the opening of a school
- An invitation to a graduation ceremony
- An invitation to a wedding, etc.

### Common Format of a Formal Invitation

- The first line is the name(s) of the person(s) who invite(s).
- The second line is the request for participation.
- The third line is the names of the person(s) invited.
- The fourth line is the occasion for invitation.
- The fifth line is the time and date of the occasion.
- The sixth line is the place of the occasion.
- The last line is the request for reply.

## **Social Function:**

Inviting people to formal and social events

## **Linguistic Characteristics:**

Simple, precise, and concise words

Detailed information

The tone should be friendly and sincere. Words should be chosen carefully.  
The style of writing should be formal.

## **Format of Layout:**

Addresses of the addresser and the addressee

Salutation

Body

- State for whom the invitation is and by who it is given.
- Reasons of invitation
- Date
- Time
- Place
- R.S.V.P (it is a French word -"repondez s'il vous plait" which means "please reply")

Signature

The format of the envelope for the invitation is addressed the same way as the envelope of a letter (i.e. with the recipient's address in the middle of the envelope and addresser's address on the left hand corner of the envelope).

## **Ways of Organizing Information:**

Reasons for inviting others

Detailed information about the party or event

Ask friends to come by using a sincere tone

### Example of a Formal Invitation



DID YOU  
KNOW



Formal invitations are  
written on cards.  
The text is written in  
calligraphic style.

## Invitation to a wedding

*Mr. and Mrs. Pujiyanto*

*cordially request the pleasure of your*

*company*

*on the wedding ceremony of their*

*daughter*

*Siti With Davy*

*On Friday, the twelfth of December*

*at seven o'clock in*

*Gedung Kartini*

*Jl Gatot Subbaroto*

*Jakarta*

*R. S. V. P*

*Yani*

*02126734578*

*Rsapwedding@ymail.com*

*Dinner will*

*be served at*

*8pm sharp.*

1. Name of the hosts

2. Phrasing the invitation

3. The kind of event

4. Date

5. Time

6. Venue

7. Special instruction

8. Request to respond

### Responding to formal invitations

Formal invitations should be responded to within 3 days.

Replies are written in third person.

Replies have to be handwritten.

Reason should be briefly stated for declining the invitation.

#### Example:

##### 1. Acceptance

- Mr. and Mrs. Eri Utomo accept with pleasure the kind invitation of Mr. and Mrs. Pujiyanto to the wedding ceremony of their daughter on Friday, the twelfth of December at seven o' clock.
- Mr. and Mrs. Wibowo accept the invitation with pleasure.

##### 2. Declining/Regretting

- Mr. and Mrs. Situmorang regret that they are unable to accept the kind invitation of Mr. and Mrs. Pujiyanto for Friday, the twelfth of December at seven o' clock due to prior engagement.
- Mr. And Mrs. Wibowo regret to decline the invitation due to health reasons.

##### 3. Responding card

The responding card comes with the invitation card. This card should preferably be handwritten.

Reply is requested by First of December

*Mr. & Mrs. Eri Utomo*

\_\_\_\_\_ attend

\_\_\_\_\_ unable to attend





## Let's Practice

A. In the invitation card below, find out what is missing.



Now rewrite the invitation properly in the space given below.





Now respond to the invitation.



## D Active Conversation

With a partner create dialogues to accept and decline invitations. Using the role-play approach, re-enact the conversation with your classmates. You can model your conversation based on the examples of invitations given below.

### Invitation to dinner

Joko: Would you like to come over for dinner tonight?

Yeni: Thank you! I'd love to. Would you like me to bring something?

Joko: No, nothing, just come.

Yeni: OK. What time?

Joko: At 7 p.m.

Yeni: OK, see you then.

### Invitation to the grand opening of ABC software company

Ariyanto : Mr. Budi, I would like to invite you to the opening of my software company.

Mr. Budi: When and where?

Ariyanto : This Saturday at 10 a.m.

Mr. Budi: I am afraid I won't be able to come. I have a prior engagement.

### Invitation to anniversary dinner

- Yanti : Mr. Suharto, my husband and I are celebrating our 3<sup>rd</sup> wedding anniversary. We would like you to join us.
- Mr. Suharto: Oh, thank you! I would be delighted to. When is it?
- Yanti : On Sunday at 8 p.m in the Balai Kartini.
- Mr. Suharto: OK, I will be there.
- Yanti : Thank you. See you then!
- Mr. Suharto: My pleasure. See you then!

### Accepting an invitation



Blank speech bubble for the boy's response.

Blank speech bubble for the girl's response.

Blank speech bubble for the boy's response.

Blank speech bubble for the girl's response.

Blank speech bubble for the boy's response.

Blank speech bubble for the girl's response.



### Declining Invitation



Blank speech bubble for the boy's response.

Blank speech bubble for the girl's response.

Blank speech bubble for the boy's response.

Blank speech bubble for the girl's response.

Blank speech bubble for the boy's response.

Blank speech bubble for the girl's response.





## Writing Connection

Write a formal invitation for your brother's wedding.

[illegible]

## **F** Let's Create/Contribute

**Choose one of the activities given below.**

- With a partner, create a formal invitation for the head of your school, inviting him/her to the graduation ceremony in your school. Use the format you have learnt in the building blocks.
- With a partner, create a formal invitation for the head of your district, inviting him/her to the ribbon-cutting ceremony to inaugurate the new science laboratory in your school. Use the format you have learnt in the building blocks.
- Design and create a formal invitation card template.

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## Formative Assessment

**I can do this.**

**Complete these statements.**

1. The most interesting thing I learned in this chapter was \_\_\_\_\_
2. The part I enjoyed most was \_\_\_\_\_
3. I would like to find more about \_\_\_\_\_
4. The hardest part in this chapter was \_\_\_\_\_
5. I need to work harder at \_\_\_\_\_

**Read the statements below and tick (✓) the option that is most applicable to you.**

	Definitely	Yes	Maybe	No	Not at all
The play was easy to understand.					
I can tell the difference between formal and informal invitations.					
I could write a dialogue between two people.					
I like creating and working with my classmates.					

**My plan to overcome the difficulties of this chapter**