

INVITATIONS

Formal And Informal

Formal Invitations

- There are two types of Formal Invitations
 - a) Printed Invitation
 - b) Formal typed (handwritten) letter.

- Formal invitations are formal and polite, pleasant and courteous.
- Informal invitations are personal letters, the tone and treatment is relaxed, informal and friendly.
- Printed invitation cards inviting guests to be present on a particular occasions. Such invitations do not include the name of the addressee.
- Formal typed letter addressed to a VIP invited to preside over a social, cultural and educational function. In these invitations to VIPs the name of the addressee appears prominently.

Main Characteristic of Formal Invitations

1. A formal invitation is normally a single sentence presentation in third person.
2. Formal invitations are generally printed invitation cards. We use them to invite guests on some auspicious occasion like birthdays, wedding, inauguration of shops and Houses
3. The invitation answers the questions who, whom, when, where, what time and for what, i.e.,
 - the occasion
 - the name(s) of the invitee
 - name(s) of the host
 - date , time and venue

4. The other details include name, designation and address of the organizer, sponsor or host or the name(s) of the chief guest or special invitees, in case of an official invitation.
5. Printed formal invitations don't include the name of the addressee
6. Invitations to VIP to preside over a function do carry the name of VIP prominently
7. Length as per format(guide lines) is 50 words.

Sample 1 Printed Formal Invitation

The students, staff and principal
of

GREEN VALLEY EDUCATIONAL INSTITUTE, ELAHIBAGH

Solicit the pleasure of your company
on

THE ANNUAL FUNCTION

Of their school
at

11 a.m. on Saturday, 15th November 2010

**Mr. Omer Abdullah
(chief Minister of J&K)**

Will be the chief guest and give away the prizes to the students.

RSVP

Principal

GVEI, Elahi Bagh

Phone:

Sample 2. you are the secretary of English Literary Society of your school. The society is holding an inter-school debate on the topic 'U.S. Attack on Afghanistan is a curse on humanity. write a formal (Not Printed) invitation to the Director of Education to preside over the function. The function is to be held on Sept. 13,2010 at 11a.m.

English Literary Society
Green Valley Educational Institute
Elahi- Bagh Rangpora Sgr.Kmr.
Ph: 2402606
4 september,2010

The Director of Education
Govt. of J&K
Respected Sir,

Sub: Presiding over English Society's function

It would be a matter of great honour to us if you could spare some time and consent to preside over the inter-school debate on the topic 'U.S. Attack on Afghanistan is a curse on humanity' to be held on 13th September,2010 at 11 a.m. at Shakespeare Auditorium of GVEI.

Please convey your acceptance by 31st August.

Yours faithfully,

ABC

Secretary.

**THANKS
FOR
THE
INVITATION**