

Invitation And Replies Class 12 Format Formal Informal 2024. In the ever-changing world of communication, the craft of creating invitations and responses is extremely important. The subtleties of these textual conversations, whether they are for formal events demanding refinement or casual get-togethers encouraging warmth, are vital life skills. Let's explore the formal and casual Class 12 Format for Invitation and Replies as we explore the nuances of communication, manners, and social grace. This manual will help you through components that are necessary, organised formats, and striking the right mix between formality and comfort.

Formal and Informal Invitations: A Brief Overview

Human beings, inherently social, engage in communication through oral and written means. Social functions, ranging from birthdays to promotions, often involve the exchange of invitations, which can be either formal or informal.

Formal Invitations:

Characteristics:

- Typically, formal Invitations are printed on cards.
- There are two types: printed cards without an addressee's name and formal Invitation addressed to VIPs.
- Polite, pleasant, and courteous tone.

Main Components:

1. **Occasion:** Clearly states the purpose of the invitation.
2. **Names:** This includes the names of the invitee(s) and host(s).
3. **Date, Time, and Venue:** Provides details about when and where the event will take place.
4. **Organiser's Details:** Name, designation, and address of the organiser, sponsor, or host.
5. **VIP Invitations:** If inviting a VIP, their name is prominently displayed.

Structure:

- Normally presented in a single sentence in the third person.
- Printed cards don't specify the addressee.
- VIP invitations highlight the VIP's name.
- Length is limited to 50 words as per CBSE guidelines.

Informal Invitations:

Characteristics:

- Resemble personal letters.
- Used to invite friends, relatives, or close acquaintances.

- Tone is relaxed, informal, and friendly.

Components:

1. **Personal Tone:** Reflects a friendly and personal relationship.
2. **Details:** Provides essential information about the event.
3. **Flexibility:** Allows for creativity and personal touches.

Structure:

- Takes the form of a personal letter.
- The tone is casual and relaxed.
- There is no strict word limit, allowing for more expressive language.

In conclusion, invitations serve as a vital aspect of social interactions. Formal invitations, with their structured and polite nature, suit official occasions. Informal invitations, resembling personal letters, cater to events involving close relationships, allowing for a more personalised touch. Both types play a crucial role in fostering social connections and celebrating various life events.

Invitation Writing | Invitation And Replies | Class 12 | Invitation/Reply | Format/Formal/Informal/ CBSE Examples

CBSE Class 12 English Question No. 4 Formal/Informal Invitation and Reply

Formal/Informal Invitation and Reply

- up to 50 words.
- One out of the two given questions to be answered.
- 4 Marks
- Format : 1
- Content : 2
- Accuracy of Spelling and Grammar : 1 .

Invitation And Replies CBSE Class 12 Format Formal Informal

Formal Invitation:

Definition: A formal invitation is a dignified and official request for the presence of individuals at an event, occasion, or function. It is typically used for official or significant gatherings.

Format:

1. **Header:**
 - Organisation's or individual's name hosting the event.
 - Logo (if applicable).
2. **Salutation:**
 - Use proper titles (e.g., Mr., Mrs., Dr.) and full names.
3. **Introduction:**
 - Clearly state the purpose of the invitation.
 - Mention the event, date, and time.
4. **Body:**
 - Provide detailed information about the event, including venue, date, time, and any special instructions.
 - Mention the dress code if applicable.
5. **RSVP:**
 - Request a response for attendance confirmation.
 - Include contact details.
6. **Closing:**
 - Express anticipation of the recipient's presence.
 - End with a formal closing (e.g., "sincerely").

Importance:

- Reflects professionalism and seriousness.
- Suitable for official and ceremonial events.
- Creates a sense of formality and respect.

Informal Invitation:

Definition: An informal invitation is a more relaxed and personal request for someone's presence at an event or gathering. It is commonly used for casual occasions.

Format:

1. **Header:**
 - Host's name or a casual title (e.g., "Join Us," "You're Invited").
2. **Greetings:**
 - Use a friendly and personal tone.
3. **Event Details:**
 - Clearly state the event, date, and time.
 - Include a brief description.
4. **RSVP:**
 - Optionally, request confirmation.
 - Use casual language.
5. **Closing:**

- End with a warm closing (e.g., "Hope to see you there," "Looking forward to it").

Importance:

- Creates a friendly and approachable atmosphere.
- Suitable for casual gatherings among friends and family.
- Allows for creativity and personal touches.

Structure for Drafting Invitations:

1. **Identify the occasion:**
 - Clearly understand the purpose and nature of the event.
2. **Choose the appropriate tone:**
 - Formal or informal, based on the nature of the event.
3. **Include essential details:**
 - Event name, date, time, venue, and any special instructions.
4. **Craft a catchy heading:**
 - Capture attention with a concise and appealing title.
5. **Personalisation:**
 - Tailor the language and tone to the recipient and the occasion.
6. **RSVP Information:**
 - Clearly state how and by when the recipient should respond.
7. **Closing:**
 - End with a warm or formal closing based on the tone.
8. **Proofread:**
 - Ensure there are no errors in grammar, spelling, or information.

Remember, the key to a successful invitation is clarity, appropriate tone, and conveying enthusiasm for the recipient's presence.

Invitation and Replies Class 12 Format, Examples

Invitation:

Invitations serve as formal requests for individuals to attend special occasions. They are crucial for events like weddings, birthdays, anniversaries, and more. There are two main types of invitations: Formal and Informal.

Main Characteristics: An invitation provides complete information, answering key questions about the event:

- Occasion
- Name(s) of the invitee(s)
- Name(s) of the host(s)
- Date, time, and venue

- Name(s) of the chief guest or special invitees (for official invitations)

Formal Invitations:

Format: In formal invitations, each detail is presented in a separate line with varying font sizes. Characteristics include:

1. Meant for a large audience.
2. Written in the third person.
3. Prominently includes the name of a VIP if invited.
4. The invitee's name is excluded; address written only on the envelope.
5. Simple present tense is used.
6. No mention of the date of writing.
7. No signature of the host.
8. RSVP is included below on the left side with host details.
9. Placed inside a box.
10. Limited to 50 words.

Example: SJS GGSSS, Silana, Jhajjar

Respected Mr. Rajesh Kumar

We invite you to the inauguration of the Literary Club on 29th March, 2024 at 8:30 a.m. Noted novelist, Mr. Hardeep, will be the Chief Guest. Join us for tea afterward.

Secretary

Informal Invitations:

Writing Style: Informal invitations are crafted in letter format with a persuasive tone:

1. Written in the first person.
2. Salutation is 'Dear + name.'
3. Complimentary close is 'Yours sincerely.'
4. Date of writing is included.
5. Sender's address is on the left-hand side.
6. Various tenses are used as per context.

Example: Hello Friends,

Join us for Riya's Birthday Bash on December 25, 2024 at M.G. Greens Villas's Club. Let us know if you can make it. Excited to celebrate!

Cheers

M.S. Yadav

Replies:

Replies to invitations can either accept or decline the invitation.

Formal Replies:

- Follow a set formula with formal words.
- Use the third person ('they').
- Include the writer's address and date.

Informal Replies:

- Resemble ordinary letters.
- Use informal words and expressions.
- Written in the first person ('I', 'We').

Example (Acceptance): Subhash Bhardwaj

Dear Sir,

I confirm my acceptance to judge the literary competition. I will be present on the scheduled date.

Yours sincerely

Subhash Bhardwaj

Example (Regret): The Principal, GSSS, Kablana

Dear Sir

I regretfully decline the invitation due to a prior commitment. Best wishes for the Book Exhibition.

Yours faithfully

Ajay Khokhar

These examples showcase the diverse nature of invitations and replies, covering both formal and informal styles.

More Examples from CBSE Previous Years' Question Papers

4 Attempt ANY ONE of two , in about 50 words. 4

A You are the Student Head, Cultural Affairs, at M.K. Sr. Sec. School. Your school is

organising a 2-day Yoga camp over the weekend, for parents of the school students. Create an invitation, inviting the school parents for this Yoga camp. Share information about the camp organisers and include other necessary details.

Answer:

Invitation: Yoga Camp for Parents at M.K. Sr. Sec. School

Dear esteemed parents,

EmbraceWellness: A 2-Day Yoga Camp for You!

Join us for a rejuvenating weekend at our exclusive yoga camp, designed just for parents! Organised by the Cultural Affairs Department at M.K. Sr. Sec. School, this camp promises serenity and holistic well-being.

Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Venue:** [Insert Venue]

Highlights:

- Expert-led yoga sessions
- Meditation and mindfulness
- Health Talks by Renowned Speakers
- Healthy Refreshments

This is your time for self-care! Reserve your spot by [RSVP Deadline].

For any queries, contact [your name]. Student Head, Cultural Affairs [Contact Information]

We look forward to a weekend of wellness with you!

Warm regards,

M.K. Sr. Sec. School Cultural Affairs Department

OR

B Smt. Leelavati Khatri, your grandmother, has received an invitation from her childhood friend, residing at a distance in the same city. The invite is for the blessing ceremony and celebratory dinner, marking the birth of her granddaughter. Your grandmother wishes to attend the event but would need to be accompanied by a family member to

assist her with her wheelchair. Create an appropriate reply, accepting this invitation, on behalf of your grandmother.

Answer:

Dear [Friend's Name],

I hope this message finds you in good health and high spirits. Thank you so much for the heartfelt invitation to the blessing ceremony and celebratory dinner for your granddaughter. It would be an honour for my grandmother, Smt. Leelavati Khatri, and me to attend this joyous occasion.

We deeply appreciate your thoughtful gesture and are excited to be a part of such a significant moment in your family. Please be informed that my grandmother uses a wheelchair, and we would be grateful if you could make the necessary arrangements for accessibility.

I look forward to sharing in the happiness of this special day with you and your family.

Warm regards,

[Your Name]

Drafting Invitation [Letter](#): CBSE Sample Question Paper 2022-2023 Class 12 English Solved

Q. 2. Attempt ANY ONE from A and B given below. 5

A: You are Dr. Suchitra Mukherjee. You have received an invitation from the Director, Health Services, Kharagpur, W.B, to preside over a gathering of leading medical practitioners attending a workshop on mental wellness on 09 November, 2023 at 11 a.m. in the Public Hospital, Jammu, J & K. Respond to accept the invitation in about 50 words.

Ans.

I, Dr. Suchitra Mukherjee, has a great pleasure in receiving an invitation from The Director, Health Services, Kharagpur who has invited the leading medical practitioners to attend a workshop on mental wellness on November 9, 2023 at 11 a.m. in the Public Hospital, Jammu. I am proud that I have been given the responsibility in presiding over the workshop on Mental Wellness.

I confirm mysolicited presence with thanks.

Dr. Suchitra Mukherjee

November 5, 2023.

OR

B: Draft an invitation in about 50 words, on behalf of your aunt, Meghna Menon, which she has to share to invite prior work colleagues to the inaugural event of her own investment consultancy firm, in the Acer mall, Kozhikode, Kerala.

M/s Shyam Lai & Sons are opening a new general store 'Galaxy Novelties' in Geetanjali Enclave, Dwarika, Delhi. The inauguration ceremony is fixed for Sunday, the 19th of October 20XX at 11 a.m. Prepare a draft of formal invitation letter for the purpose.

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Address]

[City, State, PinCode]

[Email Address]

[Phone Number]

[Date]

M/s Shyam Lai & Sons

[Their Address]

[City, State, Pin Code]

Dear [Recipient's Name],

We are delighted to announce the grand opening of our new venture, "Galaxy Novelties," your one-stop destination for quality general store items. The inauguration ceremony is scheduled for Sunday, the 19th of October 20XX, at 11 a.m.

As we set out on this exciting journey, it would be an honor to have your presence at this special event. Your support means a lot to us, and we look forward to celebrating this milestone with you.

Venue: Galaxy Novelties, Geetanjali Enclave, Dwarika, Delhi.

Please join us for the ceremony and stay for a light reception afterward. Your presence will make the occasion even more special.

Kindly confirm your attendance by [RSVP date] at [Your Contact Information].

Thank you for your continued support.

Sincerely,

[Your Full Name]

[Your Title/Position]

[Your Company Name]

CBSE Class 12 English 2023 Set 2, Invitation

SECTION B
Creative Writing Skills (20 marks)

4. Attempt any **one** from (A) and (B) given below : 5

(A) Draft a notice in 50 words, urging students of classes IX and XI to be volunteer teachers for a three-week literacy camp to be held in your school for children of the neighbourhood slums as part of the community service internship. Mention the dates, timings and the venue of the camp. You are Rita/Kailash, teacher-in-charge of community service.

OR

(B) You are Neelam/Nitesh, Secretary of the School Library Club. The club is organizing an inter-school "Let's Read a Book" week to help develop and encourage the habit of reading among children today. Draft a notice in 50 words for your school notice-board inviting club members from classes X - XII to be student volunteers to plan the activities and organize the event. Invent necessary details.

4. Attempt any **one** from (A) and (B) given below : 5

(A) On behalf of Mr. and Mrs. Shah, draft a printed formal invitation card in 50 words for the marriage of their daughter Rama with Rajat, son of Mr. and Mrs. L.K. Das. Provide the relevant details like day, date, time and venue.

OR

(B) You are Dr. Sen and have been invited by the Director, Health Services, Uttar Pradesh, to be the keynote speaker at a workshop on Child Care in Civil Hospital, Agra. Draft a formal letter of acceptance in 50 words. Mention day, date, time and venue.

1/4/2 + 8 +

5. Attempt any **one** from (A) and (B) given below :

(A)

READING – GIFT A BOOK

- > IMPROVES LANGUAGE SKILLS
- > EXPANDS VOCABULARY
- > STIMULATES IMAGINATION & CREATIVITY
- > IMPROVES CONCENTRATION & DISCIPLINE
- > DEVELOPS COMMUNICATION SKILLS
- > DEVELOPS CRITICAL THINKING SKILLS
- > MAKES US INFORMED ADULTS

There is a growing realization that reading as a skill is fast disappearing. Write a letter to the editor of 'Hindustan Times' in about 120 – 150 words expressing your views on the benefits of reading and how reading as a skill should be encouraged in schools. Support your views with the cues given above. You are Salma/Salim, a concerned parent.

OR

(B)

MAZE PVT. LTD.

REQUIRED – Young Boys and Girls to market our cosmetic products

QUALIFICATIONS – Graduate with minimum 2 years experience

PREFERRED SKILLS

- Command over minimum two languages
- Proficiency in interpersonal and communication skills
- Workable knowledge of computers

Send your Biodata within 10 days to Anil Vji, H.R. Head, Maze Pvt. Ltd., Bengaluru.

1/4/2 + 9 + P.T.O.

(B) Formal Reply to Invitation Letter

The Director

Health Services

Lucknow

Uttar Pradesh

March 5, 2023

Subject: Please to accept your invitation to the workshop as a speaker at the Child Care Hospital, Agra.

I would like to thank you for inviting me to be the chief speaker for the workshop on childcare hospital in Agra. It will be my pleasure to address the workshop on March 31, 2023, at the Child Care Hospital, Agra. I confirm and will arrive on time at 11 a.m.

Yours faithfully

Dr. Sen

Question 5.

SET 1

(A)

Mr & Mrs Roy request the pleasure of your company on the auspicious occasion of the 50th Marriage Anniversary of Our Grand Parents

On

March 25, 2023

Venue: Raddison Hotel, Gurugram

Time: 8 p.m.

Join Us on March 25, 2023

RSVP

ROY FAMILY

(B)

Reply To Invitation:

Ramesh

Family Resort

Agra

Subject: Inability to attend class reunion programme.

I would like to express my gratitude to the invitation sent by you for the friends reunion at your resort at Agra on Saturday, March 22, 2023. I would miss the gathering of friends. But I regret

my inability to attend the function due to a family function commitment on the same day. I really wanted to join you all in your newly built resort.

Yours own
Sahil

≡Invitation Writing | Invitation And Replies | Class 12 |Marks| Invitation/Reply |
Format/Formal/Informal2023♥