

Class-12

Subject-English

Topic -Formal and Informal Invitation and Replies

Do and practice the following examples.

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.

Answer:

M/S SHYAM LAL & SONS
announce the opening of
GALAXY NOVELTIES
a general store
in Geetanjali Enclave, Dwarika, Delhi

INAUGURATION

on
SUNDAY, THE 19TH OF OCTOBER, 20XX
At 11 a.m.

All are cordially invited
Visit for all kinds of Grocery & Domestic items

AVAIL INAUGURAL DISCOUNT OF 10% ON ALL GOODS

R.S.V.P
Galaxy Novelties
Phone: 011-27543201

Draft an invitation on behalf of Mr & Mrs Raj Karan of 38, Kamal Kunj, Varanasi, which they may use to invite their friends and relatives on the 5th birth anniversary of their son Nikhil at their residence on 28 December 20XX.

Answer:

MR & MRS RAJ KARAN
request the pleasure of your benign presence
on the auspicious occasion of the
FIFTH BIRTH ANNIVERSARY
of
their son

NIKHIL

at their residence
38, Kamal Kunj, Varanasi
at 4.30 p.m.
on
28TH DECEMBER, 20XX

R.S.V.P.

Mr & Mrs Raj Karan

Phone: 25234761

B. Acceptance Letter to a Wedding Invitation

Dear Mr. and Mrs. Smith,

It is with great pleasure that I received your invitation to the wedding of your son, Roger to Catherine Myers, on January 30, 2014, at the Saint Alphonsus Church.

We are looking forward to being a part of this beautiful celebration of the happy couple.

Please advise if a wedding gift registry is available.

Yours,

David and Elizabeth Fulton

