

Class-12

Subject-English

Topic -Formal and Informal Invitation and Replies

Do and practice the following examples.

Q1. Smith Menon has come out successful in the Medical Entrance Examination. He has decided to throw a party to his friends to celebrate this occasion. Draft an informal invitation giving details of venue, time and date. Do not exceed 50 words.

H-45, Shantiniketan

New Delhi

25th June, 2019

Dear friend

I have the pleasure to inform you that I have arranged a small get-together at my residence on Sunday, 25th June, 2019 at 05.00 p.m. to celebrate my selection in the Medical Entrance Examination. Please join us and enjoy the company of my family members.

Yours lovingly

Smith Menon

Q3. You are Aakash/Aarti of 74-C, Press Colony, Nangal. Write an informal invitation to your friend Rishabh inviting him to attend your daughter's marriage ceremony.

74-C, Press Colony

Nangal, Delhi

13th April, 2019

Dear Rishabh

You will be glad to know that Sonali's wedding has been fixed and the big occasion will take place on 20th April, 2019 at our residence. Kindly attend the wedding and bless the newly wedded couple.

Yours affectionately

Aakash

Q4. You are Vinay of 312/B, Raj Nagar, Kolkata. Your friend, Pranay is staying in the hostel. Invite him to join Diwali with you at your residence.

312/B, Raj Nagar

Kolkata

13th April, 2019

Dear Pranay

You know that Diwali, the festival of lights is approaching. It gives me great pleasure to invite you to Diwali celebrations at my residence. We shall have great fun. Do join us for the 'Puja' and enjoy Diwali with my family members.

Yours sincerely

Vinay

Q. You are Arjun. Your friend Annu invited you on his birthday party on 22 May 2020 at 7.00 p.m. at his residence. Reply your friend informally accepting the invitation.

