

BVP LKR

CLASS-11,SUBJECT-ENGLISH

DATE-03/01/2021,☆☆☆ L.P.SINGH

Study Material

“ Invitation Writing”

An Invitation is generally a single-sentence presentation in third person in case of a formal invitation.

#In case of an informal invitation, the presentation is in first or second person.

A sample of Formal Invitation-----

☆☆You are the Principal, J.N.V.Solapur. Draft an invitation on behalf of your school staff and students requesting to be present on the auspicious occasion of the Annual Function of your school.

The Principal,staff and students

of

Jawahar Navodaya Vidyalaya Solapur

request your benign presence on the auspicious occasion of

THE ANNUAL FUNCTION

of the school at 10a.m. on May 11,2021

Mr K.N.Verma, the honourable Minister for Education will be the Chief Guest and will give away the prizes to the students.

R.S.V.P.

The Principal

J.N.V.Solapur, mob.no.—1234567890

♠♠♠ R.S.V.P. is a French word that means---please respond.

###The whole Invitation will be put in a box.