

POSTERS FOR PRACTICE

- 1- Recent rains have caused havoc in some parts of our country. You are Surya, a member of the social service organization, SEVA MANDIR, Bangalore. *Draft a poster requesting people to help the rain and flood affected families physically and economically.*
- 2- A 'Check Vehicular Pollution' campaign is being organized in your city. Draft a poster to be used in the campaign.
- 3- Water is precious and each one of us must stop wastage. Prepare a poster in not more than 50 words, for creating that awareness.
- 4- Draft a poster announcing a 'Book Week' being organized by the Cultural Society, Ahmedabad.
- 5- Your school is planning a campaign in support of eye donation to mobilize the students and society. Design a poster to be displayed in different areas of the locality surrounding your school highlighting the need for eye donation and eye banks.
- 6- Prepare a poster to bring about awareness against the hazards of reckless use of plastics.

4. Invitations and Replies: (50 Words 5 Marks)

No man is an island. Man is a social animal. We need to be with people. This is the reason why solitary confinement is the worst form of punishment one can experience. So, we celebrate many occasions together. To invite someone for an occasion we use the written form-INVITATION.

Invitations are generally printed cards through which we invite our guests on some auspicious occasion like wedding, birthday, wedding anniversary, house warming, inauguration of a shop/factory etc.

Invitations are of two types: (a) Formal (b) Informal. They can be printed on cards or can be drafted in the form of letters.

MAIN CHARACTERISTICS

An invitation is complete information. It answers the questions: who, whom, when, where, what time and for what. The important components of an invitation therefore are:-

- The 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 , in case of an official invitation

FORMAT OF FORMAL INVITATIONS

In case of formal invitations, each of the following is written in a separate line with fonts of varying sizes.

- Names of the hosts
- Names of the invitee (in case of a formal letter of invitation))
- Formal phrase of invitation , for example :-
 - Request the pleasure of your benign presence/company.
 - Seek your auspicious presence.
 - Solicit your gracious presence on the auspicious occasion
- The date, time and venue of the event.
- The occasion/reason of the invitation.

A-CHARACTERISTICS OF FORMAL INVITATIONS

1- Meant for a lot of invitees

- These are written in the third person.
- In case a VIP is invited as the chief guest the name of the VIP must appear prominently.
- Name of the invitee is not to be included. The addressee's address is to

be written only on the envelope.

- Simple Present Tense is to be used.
- The date of writing is not to be given.
- There is no signature of the host.
- The abbreviation RSVP (**French : *repondez s'il vous plait***) i.e. 'please reply' is written below on the left with name(s) , address and phone number of the host(s)
- Put the invitation into a box
- Do not exceed 50 words

2- Meant for an individual (a formal letter of invitation)

- Include the name of the invitee
- These are to be written on run-on lines. The sentence is not broken into different words/phrases.
- Other details are similar to the mass-scale invitations

EXAMPLES OF FORMAL INVITATIONS

1. Your father, Mr. Raj Kumar Gupta , residing at K-18 ,13th Cross Malleswaram, Bangalore wants to celebrate the success of your brother Rohith's clearing the IIT-JEE Entrance Examination and securing admission in IIT Powai ,Mumbai. He wants you to draft a formal invitation for him on his behalf. Draft the invitation for him in not more than 50 words.

Mrs. And Mr. Raj Kumar Gupta
Seek your auspicious presence at the
Grand Celebration Party
of their son Rohit's successfully passing the
IIT-JEE ENTRANCE EXAMINATION
at
8.00 p.m.
On
1st July , 2011
at
UTSAV BANQUET HALL
84-Dr. Raj Kumar, Road, Rajaji Nagar
Bangalore-55

Compliments from Friends and Relatives

RSVP

k-18, 13th Cross ,Malleswaram

2712001/9732966964

2. Your school, Bal Peeth, Bellary is planning to organize the Annual Sports Day in the school premises. Draft an invitation in not more than 50 words giving all the essential details.

The Principal ,Staff and Students of
Bal Peeth , Bellary
request the pleasure of your company on
ANNUAL SPORTS DAY
at 5.00 p.m. on Monday , the 4th July ,2011
at the school grounds
Air Marshal S.K.Sinha , AVSM,
has kindly consented to be the CHIEF GUEST
Smt. Radha Sinha
has graciously agreed to give away the prizes

RSVP

2354679

(You are requested to be seated by 4.30 p.,m.)

FORMAL INVITATION-LETTER FORMAT

Kamala Nehru School

Cantonment

Bangalore

July 10, 2011

Mr. K.J. Singh

DCP

Police Lines

Bangalore

Invitation---Annual Day Function

Sir,

It gives us immense pleasure to inform you that we are celebrating our school's Annual Day function on July 10, 2011 at 5.30 p.m. in the Activity Hall of the school. We shall consider it a great honor if you could grace the occasion and preside over the function as the Chief Guest and give away the prizes.

Yours faithfully

Sd/-

Principal

B-WRITING INFORMAL INVITATIONS

Informal:-

- * Written in a letter form, in informal format. Such letters are very persuasive in nature
- * Written in the first person
- * Salutation is 'dear + name'
- * Complimentary close 'yours sincerely'
- * Date of writing the invitation is given
- * The sender's address appears on the left hand side
- * Various tenses used to suit the sense.

Value Points:

Format - 1 Mark

Content Relevance - name of the person(s) who is inviting; the invitee, date, day, chief, guest place Occasion etc. - 2 marks

Expression - Grammatical accuracy, Language - 2 marks

REPLIES

Replies- Accepting or Declining

Formal- follow a set formula

- formal words — kind invitation', 'great pleasure', 'regret' etc.
- Use the third person ('they') instead of first person ('I', 'we')
- The address of the writer and the date to be written.

Informal

- Accepting and declining
- Like an ordinary letter
- do not use any formal expressions but use informal words and expressions

-use the first person ('I', 'We')

SOLVED EXAMPLES

- Look at the following series of invitations (formal & informal) and their replies. The occasion is the same but the style is different.

1. FORMAL INVITATION

<p>Mrs. Malathi & Mr. Venkatesh</p> <p>request the pleasure of your company at dinner</p> <p>On the occasion of their</p> <p>50th Wedding Anniversary</p> <p>At 8 p.m. on Tuesday ,12th July 2011</p> <p>at</p> <p>Hotel LEELA PALACE, Bangalore</p> <p>RSVP: 12,Margosa Road, Malleswaram, Bangalore</p> <p>Phone-080-23564543</p>

FORMAL REGRET

7th July 2011

Mrs. And Mr. Naidu thank Mrs. And Mr. Venkatesh for the invitation for dinner on the occasion of their 50th Wedding Anniversary on 12th July, 2011 at Hotel Leela Palace. However, they express their inability to be present on the occasion due to a prior engagement.

Best wishes,

Naidus

FORMAL ACCEPTANCE

7th July 2011

Mrs. and Mr. Naidu were pleased to receive the invitation for dinner on the occasion of the 50th Wedding Anniversary of Mrs. and Mr. Venkatesh, and confirm their participation in the function.

Best wishes

Naidus

EXERCISES FOR PRACTICE

1. Your school is organizing the prestigious KVS National Level Social Science Exhibition in its premises. Draft an invitation in not more than 50 words giving all essential details.
2. You are Dharma raj, son of Ramesh Patnaik, Bannerghatta , Bangalore. Your father wants you to draft a formal invitation to be sent on the occasion of your sister, Sheela's marriage. Prepare the invitation.
3. You are Mohan/Molly. You have been invited by Rotary Club to act as one of the judges for an Elocution Competition for students of classes XI and XII. But due to a previous engagement you cannot accept this invitation. Write a formal reply to the President of the Club regretting your inability to accept the invitation.
4. You are Aakash/Varsha. You have been invited to attend the wedding of your friend's sister during the summer vacation. Respond to the invitation informally accepting it.
5. You have opened a restaurant in Uppal Road, Hyderabad. Draft an invitation for the inauguration of the same, specifying the chief guest and other important details like date, time and venue. Do not exceed 50 words.
6. Your school is organizing a Book Fair on its sprawling play-ground. Draft an invitation giving all the details including the chief guest.

4. FACTUAL DESCRIPTION (10 Marks)

Factual description is a description of place, person, process and object.

- Description of a place / building includes the location, surroundings, interiors, purpose etc.
- Description of a person includes appearance, mannerisms, dress, gait and any other particular information to be given may be relevant to the description.
- Description of an object incorporates appearance, its parts, its function or purpose, advantages and any other detail relevant to the description.

POINTS TO REMEMBER

- Collect details of description and logically write them in a paragraph.
- Provide a suitable title.
- Include external features, finer or internal details, how the object functions and its operation.
- Use appropriate connectors while describing a process. Use words like 'first' and 'second'.
- Use the passive voice unless the active voice is desirable (e.g. in a piece which describes how to bake a cake)