WRITING:
AN INFORMAL INVITATION

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INTRODUCTION

• The aim of an invitation is to invite potential guests to a party or some other event.
• It helps you and your guests to be well informed about the number of people coming, food selection, services, special instructions, etc.
• The invitation also sets the tone of the event – from casual to quite formal.
Dear Katie,

On May 10th I am going to celebrate my 18th birthday, and I would like to invite you to aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Please let me know if you'll be coming and whether you will need accommodation.

Love,
Samantha
SALUTATION

• **Use:**

  - *Dear* + first name (*Dear Jane,*) or
  - *Hello* + first name (*Hello Jane,*) or
  - *Hi* + first name (*Hi Jane,*)

• *Dear* is **more formal** than *Hello* or *Hi*

• After the salutation use a **comma (,)** or **nothing**
THE MESSAGE (1)

• The message should include the following information:
  – **Reason** for the event (eg birthday party, wedding, ...)
  – The **place** where the event will be held. If your guests are not familiar with the location, you should include directions how to get there or a map.
  – **Date** and **time**. You must tell your guests clearly when to arrive, and give approximate or definite length of your event.
  – **Further details** – eg who is invited, if the invitee can also bring a guest, how to dress, what to bring, what meals will be served, etc.
  – If you want a **confirmation** of the attendance.
THE MESSAGE (2)

Confirmation of the attendance

• If you want your invited guests to respond to the invitation, you can use the following phrases:
  – Please respond
  – Kindly respond
  – RSVP or R.S.V.P. (répondez s'il vous plaît = please respond)

Remember to give a phone number, an e-mail address, etc where to respond, and a deadline.
Useful phrases:

- I am having a party on ... and I'd like to invite you ...
- Come and join my birthday party on ...
- You are cordially invited to join us on ...
- The party will take place in / at ...
- I hope you will be able to come.
- I'm really hoping you can make it.
- Please let me know if you can come / whether you'll be coming.
COMPLIMENTORY CLOSING

USEFUL PHRASES:

– Take care,
– Best wishes,
– Yours (forever),
– Love,
– Lots of love,
Imagine you are going to celebrate your birthday party and you want to invite your best friend Sandy. First think of a suitable date, time and place. Then write your invitation. Include the directions how to get to the party, and ask Sandy to let you know in advance if she is coming.
<table>
<thead>
<tr>
<th>Předmět:</th>
<th>Jazyk anglický</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tématický cílem:</td>
<td>Slohové útvary v AJ</td>
</tr>
<tr>
<td>Název DUMu:</td>
<td>Informal Invitation</td>
</tr>
<tr>
<td>Anotace:</td>
<td>Prezentace vysvětluje náležitosti psaní neformální pozvánky (informal invitation) - rozvržení (layout), oslovení (salutation), vhodné stylistické náležitosti zprávy (message) a zakončení (sign off). Součástí je zadání úkolu - napsat neformální pozvánku.</td>
</tr>
<tr>
<td>Autor:</td>
<td>Novotný Petr</td>
</tr>
<tr>
<td>Jazyk:</td>
<td>angličtina</td>
</tr>
<tr>
<td>Očekávaný výstup:</td>
<td>Žák umí napsat neformální pozvánku.</td>
</tr>
<tr>
<td>Klíčová slova:</td>
<td>invitation, address, salutation, complimentary closing, informal, style</td>
</tr>
<tr>
<td>Druh učebního materiálu:</td>
<td>prezentace</td>
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<tr>
<td>Druh interaktivity:</td>
<td>kombinovaný</td>
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<td>Cílová skupina:</td>
<td>žák</td>
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<tr>
<td>Stupeň a typ vzdělávání:</td>
<td>gymnазální vzdělávání</td>
</tr>
<tr>
<td>Typická věková skupina:</td>
<td>16 - 19</td>
</tr>
</tbody>
</table>