

# CHAPTER 9

## FORMAL & INFORMAL INVITATIONS: ACCEPTANCE AND REFUSAL

### Outline

1. Characteristics and Organization of Formal Invitations
2. Characteristics and Organization of Informal Invitations
3. Characteristics and Organization of Formal Acceptance and Refusal
4. Characteristics and Organization of Informal Acceptance and Refusal
5. Grammar Review: Participles

### Main Ideas

1. Formal invitations are invitations in a card form to call for participation in various activities, i.e. an opening of a new office, a wedding, a launching of new products, an anniversary of an organization, a retirement, etc.

2. Informal invitations are invitations in a letter form to call for participation in activities that are not formal, i.e. lunch, dinner, a house-warming party, **annual** gatherings, etc.

3. Formal acceptance and refusal are replies to formal invitations in a card form or by a telephone call.

4. Informal acceptance and refusal are replies to informal invitations in a

letter form.

5. Participles are useful elements of grammar that enhance effective business writing style.

## Objectives

Students are able to:

1. Write formal invitations correctly.
2. Write informal invitations effectively.
3. Write formal acceptances and refusals correctly.
4. Write informal acceptances and refusals effectively.
5. Use participles correctly and effectively in writing business correspondence.

In business transactions, there are various occasions that require social and business gatherings. Such occasions are an executive promotion, acceptance or graduation from a university, a retirement, etc. You, a business correspondence writer, need to know how to write formal invitations in card form correctly and effectively.

### 1. Characteristics and Organization of Formal Invitations

Writing a formal invitation is quite simple because there is a set, standard organization for such writing. Usually an invitation card is beautifully printed.

Letters are in calligraphy styles. Sometimes, the company emblem, or the family's coat of arms, is engraved on the invitation card as well. Notice that there is no signature with formal invitations. The organization of an invitation card is as follows:

The first line is the name(s) of the person(s) who invite(s).

The second line is the request for participation.

The third line is the name of the person(s) invited.

The fourth line is the occasion for invitation.

The fifth line is the time and date of the occasion.

The sixth line is the place of meeting.

The last line is the request for reply.

**The following are some examples of formal invitations:**

*President and Mrs. George Bush*

*cordially request the  
pleasure of your company  
at a private reception  
in the honor of the  
National Republican  
Congressional Committee  
April 26, 1990 in  
Washington, D. C.*

***R. S. V. P.***

*Via enclosed acceptance*

**The English Club**

requests the pleasure of the company of  
Elizabeth Warren at a tea in honor of  
Alexander Holmes  
on Sunday, June the ninth  
at four o'clock

Room 409 of the RU. Activities Building

***Please reply***

**Housewarming**

New Showroom and Office

**BAKKARIA CORPORATION**

433 Newark Parkway

Barrington, Chicago 97835

requests the pleasure of the company of

James Wood at a Cocktail Party

at 6.00 p.m. on Monday, March 3, 1997

Mezzanine floor

*R. S. V. P.*

*Tel. 287-4358*

**Activity 1A**

**Write a formal invitation from Mr. Sneider Parson to Mr. and Mrs. James**

**Dwight in honor of the 20<sup>th</sup> anniversary of Etruscan Spare Parts. Inc.**

**2. Characteristics and Organization of Informal Invitations**

Informal invitations are invitations in a letter form. Normally, informal invitations are sent out on informal occasions such as invitations for lunches, dinners, housewarming parties, social gatherings, informal talks, opening ceremonies, and the like. We write informal invitations to close friends or colleagues. The language used in writing informal invitations is simple, direct, and informal. The writer uses the first personal pronouns “I” and “we” to show informality.

Since informal invitations are in a letter form, you need to write all important elements of a letter such as the heading, date, inside address (in case you are inviting distinguished persons for opening ceremonies or to give a special talk), appropriate salutation, body, complimentary closing, signature, and enclosure notation (in case you need to attach schedules of the occasion).

**The following are examples of informal invitations:**

**A. An invitation to a distinguished guest speaker**

**The English Club  
Room 409, Activities Building  
Ramkhamhaeng University  
Huamark, Bangkok 10240**

3 March 19..

Professor Eugene Clarke  
Drama Association of Thailand  
7 18 Sathom Building  
Bangkok 10050

Dear Professor Clarke:

The secretary of the Drama Club of Thammasat University told me about the excellent lecture you gave to the club members last month on “The Historical Background of American Drama.”

I am writing to ask if you would care to give the same lecture to the English Club of Ramkhamhaeng University. Our members, as well as students majoring in American literature, would particularly like to hear your views on the trends in American drama. If you would prefer to choose another topic from your field of drama, we should be equally interested.

Possible dates would be Friday, May 1 or Friday, May 8. However, if neither of these is available, you may suggest a more convenient date in April. Should you find it possible to accept this invitation, please let me know so that the announcement can be circulated in time.

I do hope you will be able to find time to come and talk to us. I can assure you that you will have a large, attentive and appreciative audience.

Yours sincerely,

*Manop Trirat*

Manop Trirat

President

## **B. An informal invitation to a Certificate Awarding Ceremony**

**The Regional Language Center  
30 Orange Grove Road  
Singapore 1025**

20 August 19. .

Dear Course Member:

To mark the successful completion of Course 603 (a), the Certificate Awarding Ceremony cum Farewell Reception will be held on 2.5 August 1997.

The program for the occasion will be held at 1530 hours in the Auditorium, Level 1, followed by the reception in the main Lobby, Level 1 of the center.

RELC has great pleasure in inviting you to this auspicious and memorable occasion for you and looks forward to your presence on Friday 25 August 1997.

Yours faithfully,

Thomas khng  
Registrar

C. An informal invitation for lunch

Ludwick Mansion  
58 Rosy Boulevard  
Denton, Texas 76201

7 June 19. .

Dear Jeff,

I shall be in Missouri for three days next month and was wondering if you could have lunch with me. It is a very long time since we last met and I would like to hear how things are with you.

What about Tuesday, 3 July? If this suits you, I suggest we meet in the lobby of the Scott.5 Hotel at 12.00.



Let me know if this is fine with you.

Yours,

*Richard*

Richard

### Activity 2 A

**Write an informal invitation from David Levers to Barbara Norman for a birthday dinner.**

### 3. Characteristics and Organization of Formal Acceptance and Refusal

It is always good etiquette to ensure that an invitation receives a reply. This is to make it more convenient for **the** host or hostess to prepare the place and food easily and appropriately. When you receive an invitation with the abbreviation RSVP (from the French *Repondez s'il vous plait*) or the words *Please reply*, at the foot of an invitation card, you need to reply whether you could attend the occasion or not. You have to begin with your name and your appreciation of receiving the honor to be invited for the occasion.

**The following are some examples of acceptance of invitations:**

**Sonya** Mariana thanks Lord and Lady **Corringken** for their kind invitation to dinner on Tuesday, 7 October, and has much pleasure in accepting.

18 15 Danish Street, Norwich NR4 7TJ

Mr. and Mrs. James Kitchens thank **the** President and Mrs. George Bush for the invitation to a private reception in the honor of the National Republican Congressional Committee on 26 April, and has pleasure in accepting

18 16 Conway House, Park Avenue, Virginia

James Wood thanks Bakkaria Corporation for the invitation to a housewarming cocktail party on Monday, 3 March, and has pleasure in accepting

Coronation Inc., Greenwood Lane, Chicago

In cases where you are unable to attend the occasion, write or call as soon as possible. Your prompt answer will make the job of preparation easier for the host or hostess.

The following are some examples of refusal of a formal invitation. Keep in mind that refusals or acceptances of formal invitations need to be written in a formal style, or in a card form as well.

Sonya Mariana thanks Lord and Lady Corringken for their kind invitation to dinner on Tuesday, 7 October, but regrets that a previous engagement prevents her from accepting.

8 15 Danish Street, Norwich NR4 7TJ

Elizabeth Warren regrets that a previous engagement prevents her from accepting the kind invitation to a tea in honor of Alexander Holmes, at the English Club on Sunday, June the ninth

Activity 3 A

**Write an acceptance to a formal invitation in activity 1 A**

## Activity 3 B

Write a refusal to a formal invitation in activity 1 A

### 4. Characteristics and Organization of Informal Acceptance and Refusal

When you receive an informal invitation, it is good manners to reply immediately whether you intend to accept or refuse the invitation. Informal acceptance and **refusal** are also in letter form, The language used in writing such letters is short, direct, and informal.

The following are some examples of informal acceptance:

**Professor Eugene Clarke**  
**Drama Association of Thailand**  
**718 Sathorn Building**  
**Bangkok 10050**

10 March 19..

Mr. Manop Trirat  
President  
The English Club  
Ramkhamhaeng University  
Bangkok 10240

Dear Mr. Manop:

I am very pleased to accept your invitation to give a lecture on drama. I will be free on Friday, 8 May and **the** topic will be "Survey of American Drama." The morning session would suit me very well since I am engaged in another lecture in the afternoon. Should I give a handout, will you be able to have them produced and distributed? I do need an overhead projector and slide projector during my talk, as well. Is it possible to arrange for these to be in place?

I am looking forward to meeting my attentive audience.

Sincerely,  
*Eugene Clarke*  
Eugene Clarke

B.

**843 Terrance** House

**Rockaway** Parkway

Brooklyn, New York 11236

10 June 19..

Dear Rick,

What a surprise! Nice to hear **from** you again. How long is it since our meeting last time? I am going to France next week but will be back at the end of the month. So, I am certain that I can meet you for lunch at the **Scotts** Hotel at 12.00.

Looking forward to chatting about the old days.

Yours,

*Jeff*

Jeff

If you are unable to attend the invitation, write an informal refusal in letter form as soon as you can.

The following are some examples of **an** informal refusal:

A.

**Drama Association of Thailand**  
**718 Sathorn Building**  
**Bangkok 10050**

10 March 19..

Mr. Manop Trirat  
President  
The English Club  
Ramkhamhaeng University  
Bangkok 10240

Dear Mr. Manop:

Thank you for your letter of 3 March. I appreciate your thoughtfulness, but regret that I am unable to give a lecture in your university since I have already accepted the invitation to be a visiting scholar in residence at the University of Peking for the coming year, starting from May.

Thank you again for your interest and invitation.

Yours sincerely,  
*Eugene Clark*  
Eugene Clarke

B.

843 Terrance House  
Rockaway Parkway  
Brooklyn, NY 11236

10 June 19..

Dear Rick,

Thank you for your thoughtfulness in letting me know that you are visiting my hometown. I would very much like to have lunch with you, but I have been assigned to attend a conference on International Trade in Geneva for 3 weeks and then, to participate in a Technology Fair in Austria for a further 2 weeks. Therefore, I will not be able to get together with you at the beginning of July.

I hope to have another opportunity of seeing you later on, either in your town or mine.

Yours,



Jeff

Formal and informal invitations, as well as acceptances and refusals, are necessary skills of the business correspondence writer. You need to **learn** characteristics and organization of both forms: a card form and a letter form. The



knowledge of these two forms will enable you to write formal and informal invitations as well as acceptances and refusals effectively and correctly.

**Activity 4 A**

**Write an informal acceptance to the informal invitation in activity 2 A.**

**Activity 4 B**

**Write an informal refusal to the informal invitation in activity 2 A.**

**5. Grammar Review: Participles**

The knowledge of participles: present participial and past participial phrases, is useful for your writing business correspondence. The present participle (v. ing) conveys an active meaning. The noun it modifies does something. The past participle (V-ed or V. 3) conveys a passive meaning. The noun it modifies receives the action. Review the basic rules of participles and do the following activities.

**Activity 5 A**

**Complete the sentences with the present or past participle of the verbs in parentheses.**

1. The (steal) .....tile was recovered.
2. The (seize) .....evidence identified him as a computer hacker.

3. The (lay) .....off workers walked sadly out of the building.
4. The manager (walk) .....briskly just won the Best Manager of the v  
Year's Award.
5. The listeners (clap) ..... their hands vigorously after the presentation.
6. Not (understand) ..... her explanation , the rookies looked at one  
another quietly.
7. The tornado that occurred last night resulted in many (break) ..... windows.
8. Her boss felt embarrassed at her subordinate's (**unrefine**) .....  
manner.
9. The International Trade Conference in Germany is my first (publish)  
..... **story**.
10. Customers sent in many (well-write) ..... complaints.

## Activity 5 B

Find and correct the errors in the following sentences.

1. The committee are interesting in his ideas.
2. Frightening workers are running madly in all directions.
3. We have decided to take the injuring workers to the hospital.
4. Last night there was a fire in that abandoning factory.
5. Construction work is an exhausted job.
6. The baht devaluation caused a frustrated situation,
7. The news releases concerning his promotion made him surprising.
8. He could not afford a new office so he chose a redecorating one.
9. My company has a well-equipping conference room.
10. The shipping company is going to release funds to provide compensation for insuring goods that have been damaged in the storm.

*The importance of communication in business cannot be overstated. By means of communication, a business receives and conveys information, transmits instructions and suggestions, and practices motivation and persuasion. Communication is the lifeblood of the organization and the means by which management gets things done.*

*S. B. Rosenblatt, T. R. Cheatham, and J. T. Watt*

*Communication in Business, 80.*