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# Spoken English

# How to invite people for a function you're hosting?

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A party is something that each one of us looks forward to, especially in the midst of our monotonous, busy schedules. Besides, planning, hosting, and enjoying, a great party is an amazing way of building friendships and socializing among your near and dear ones or even colleagues for that matter! The important bit here is how you frame the invitation as that forms a rather crucial element to invite your buddies to a party you are hosting. Therefore, here is an article that will teach you exactly how and what you need to focus on while framing your very own customized party invite.




**Key Tools Of An Ideal Party Invite:**

**Tool 1:** The wordings of your invite should sound fun yet convey the message.

**Tool 2:** Make the invite sound enticing to the guests making it rather difficult for them to actually refuse or deny.

**Tool 3:** Mention, if any, dress code rule, prop party or a destination location.

**How To Write An Informal Party Invite?**

An informal party invite is sent when you call your friends and family over to celebrate with you, whatever is the occasion. It could vary from a birthday party to just another dinner party. Now let us learn how to create an informal dinner party invite from the below-mentioned example.




**Informal Dinner Party Invite Sample**

**It's Time To Relax And Kickback!**

Here's a party invite to Mr. & Mrs. Smith.

Come on guys!

Join us in the fun and frolic on 25 January 2014 for a cocktail and dinner party at our residence. The time you have to keep free is 9 pm to 1 am.

We await your presence and don't forget to get along your fun personality.

And last but not the least, "There is nothing quite like city lights & wondrous nights!"

**Address-** Canova Towers, Carter Road, B Wing, 13th floor.

**RSVP!**

**How To Write An Formal Party Invite?**

A formal party invite is sent when you are framing a formal reading invite for your colleagues at work. This type of invite is a little dicey as it could go wrong if worded in a wrong manner. These invite could be sent out for various occasions. The below given example will provide you with the right set of guidelines to keep in mind while writing a formal dinner party invite.



**Formal Dinner Party Invite Sample**

**Promotion Dinner Party**

To Mr. and Mrs. Jeffrey Wells,

We request the pleasure of your company for dining and celebration on the 25th of January 2014. You are cordially invited for a night of toasts, good cheer and gourmet delights to honor the promotion I've received in the last week.

It will be our privilege to have you join us at 7 pm, at our residence, for an Italian dinner and some Russian vodka treats. Make sure to come thirsty and don't forget to bring your appetite!

**Address-** Canova Towers, Carter Road, B Wing, 13th floor.

**RSVP!**

Last, but definitely not least, is mentioning these vital four alphabets 'RSVP'.

**What is RSVP?**

It is the abbreviation for the French: répondez s'il vous plait, or please respond. This will inform the invitee to let you know in advance whether they will be present or not.

**Conclusion:**

Make sure to use basic language and write every word in simple English. You could also get an assurance from an English-speaking native about whether you've jotted everything down in fluent English or not. This proof reading is something that will keep you safe from making a fatal error as well as improve your English communication skills. Simple? Yes. Effective? Yes.

So, what's the wait for? Print out your party invites and 'HAPPY PARTYING' folks!

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**- By Monika Agarwal**

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