



Unit 8

Etiquette of Practical Writings



Invitations

Letters

Thank-you Notes



Invitations may be in form of **cards, letters, telephone or email**. The level of formality of the invitation should accord with the occasion. As for formal occasions, **written invitations** are always requested.

Invitations



Tips

- **Send the invitation in advance—three or more weeks before the occasion. This allows the invitee enough time to reply.**
- **Include the event, date, time, location, R.S.V.P, the address, and phone number of the host/hostess.**
- **For invitations, it is good etiquette to write the full name of the guest, and not use initials.**
- **It is good etiquette to enclose a map and travel instructions to help guests find the locations of ceremony and reception easily.**

Example

inviter

invitee

*Mr. and Mrs. John Debrett
request the pleasure of
Mr. and Mrs. David Smith's company
at the marriage
of their daughter
Caroline Jane
to
Mr. . Richard Manners
at St. Paul's Church, Knightsbridge
on Saturday, 17th Dec 2016
at 3 o'clock*

Example

*Mr. and Mrs. David Smith
Thank Mr. . And Mrs. John Debrett
for the kind invitation to the marriage
of their daughter
Caroline Jane
to
Mr. . Richard Manners
at St. Paul's Church, Knightsbridge
on Saturday, 17th Dec 2016
at 3 o'clock*

Tips

- All letters begin with “Dear” followed by the recipient’s honorific and last name, followed by a colon, not a comma

Dear Dr. Smith:

- The most common layout style of the body text is to justify to the left margin and to place one or two extra line space to indicate new paragraphs.



Letters

Tips

- End the letter with a cordial phrase you are comfortable using—Sincerely, Your truly, or Best Regards—followed by a comma.

Sincerely,



Letters



Thank-you notes or letters are quite common and important in daily life. They are written for a dinner, a gift, a favor, or some other hospitality. For writing a thank-you note, the key point is sincerity. Don't hold back words to express your heart-felt appreciation.

Dear Kay and Bob,

We had so much fun with you last night! Thank you for that amazing dinner. The chicken was so fantastic that my kids are begging me to get the recipe—I can tell you that has never happened before! Everything was delicious, including of course that amazing dessert that looked so professional I still can't believe you MADE that.

We so appreciated your having us. It was great getting to know everyone better. We look forward to more fun in the future!

Thanks again.

Yours,

Lisa

Example

Dear David,

Thank you so much for the lovely book! I have it out on our coffee table and everyone stops to browse through it. It's fascinating, and would you believe the cover design even matches our décor? It's perfect in every way.

Thank you again for thinking of me!

Much love,

Ann

Example

A white envelope is shown on a light brown wooden surface. The envelope is open, and its interior is covered with a mix of red and yellow confetti. Some confetti has spilled out onto the wooden surface to the right of the envelope. The text "All my thanks!" is written in a large, black, sans-serif font across the middle of the envelope.

All my thanks!