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



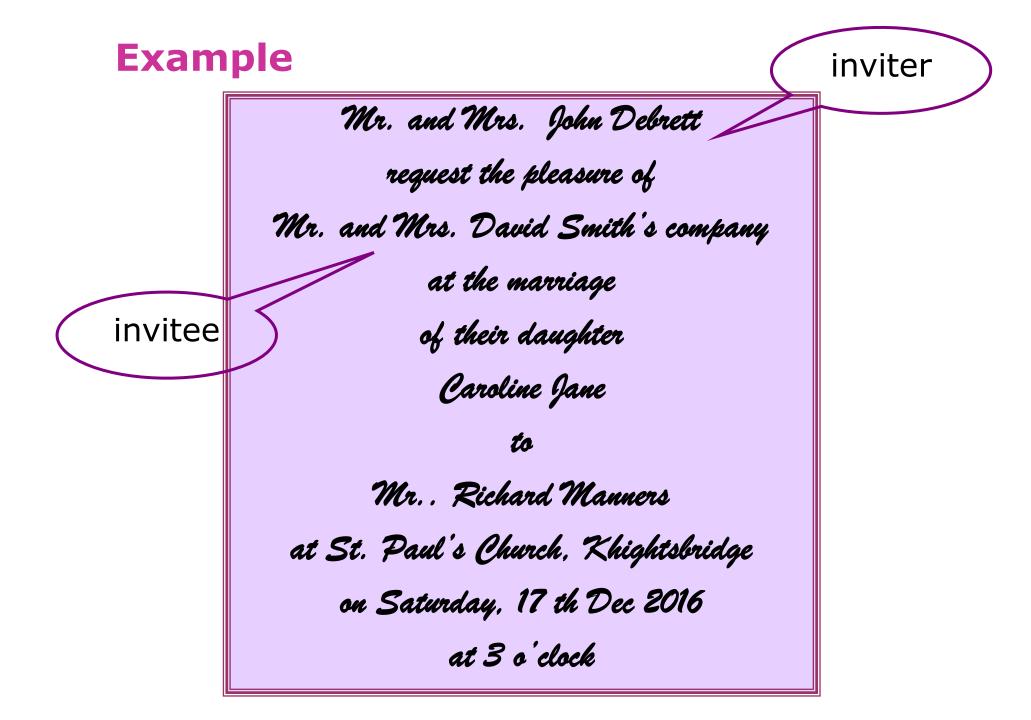
Tips

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

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, Khightsbridge on Saturday, 17 th 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.









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—? can tell you that has never happened before! Everything was delicious, including of course that amazing dessert that looked so professional ? 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,



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



All my thanks!