

six formats, each with its own box, its own limit, and its own way of losing marks



learn these

Notice: the shortest format, and the strictest



- 50 words, written inside a box, one clear purpose per notice
- heading NOTICE at the top, name of the issuing organisation just above it
- four essentials: what, when, where, and who to contact, nothing beyond that fits in fifty words
- date top left, issuer's name and designation bottom left, a signature is optional, the name and designation are not

organisation line, the word NOTICE, date, a highlighted heading, then the body and the issuer's line

Formal invitation: third person, no signature

- written entirely in the third person, never I or we, the host is named, not speaking directly
- one continuous sentence across the whole card, no salutation, no complimentary close, covering occasion, date, time, venue and the request for the guest's presence
- carries no signature, a formal invitation is announced, not signed off
- close with RSVP and a contact, it is part of the card, not an extra

Reply to an invitation: accept or regret

- also written in the third person, mirrors the invitation's structure back
- acceptance confirms date, time and venue, and thanks for the invitation
- regret gives a brief, polite reason without over-explaining

asked rarely, scores big

Invitation vs notice, why the person disappears

- both drop the first person, but a notice informs a group, an invitation requests the presence of one
- mixing the two, a notice with an RSVP line, or an invitation headed NOTICE with an issuer's designation, costs marks even with good content

