

ENGLISH

Short Composition: Replies



REPLIES

A formal reply is usually very short. It is brief and to the point. The quality of a good reply is that it must always be pleasant. Even while declining the invitation or expressing inability to attend one must be polite and courteous. Formal replies demand a formal tone and treatment. There is no room for unnecessary details or superfluous matter in them.

An informal reply or private letter may, however, express personal feelings or desires in an intimate style and informal tone.

Main characteristics:

(a) Formal Replies

- Acknowledge the invitation.
- Express thanks in third person.
- Mention acceptance/regret.
- Specify the reason for refusal.
- Be brief and specific.
- Be formal in tone and treatment.
- Do not exceed the word limit.

(b) Informal Replies

- Acknowledge the invitation in first person.
- Use second person for the sender of invitation.
- Mention acceptance/regret.
- Specify the reason in case of refusal.
- Use warm and simple language.
- Do not exceed the word limit.

Replies

- Replies Accepting or Declining
- Formal Follow a set formula:

- formal words: 'kind invitation', 'great pleasure', 'regret', etc.
- Use third person ('they') instead of first person (I, 'We')
- Address of the writer and the date to be written.

SAMPLE

- As the principal of a reputed college, you have been invited to inaugurate a Book Exhibition in your neighborhood. Draft a reply to the invitation in not more than 50 words, expressing your inability to attend the function. You are Tarun/Tanvi.

Answer:

Reply To Invitation:

The principal

ABC College

March 25th, 20xx

Subject: Inability to accept the Invitation Sir

I would like to express my gratitude to the Civil Lines Book Club for inviting me to inaugurate the first edition of the Civil Club Book Exhibition. But I regret my inability to attend the function due to a prior commitment. I have to attend a meeting with the governing body of our college on the same day for which the inauguration is scheduled.

Yours faithfully

Tanvi

Principal

- You have received an invitation to be the judge for a literary competition in St. Ann's School. Send a reply in not more than 50 words, confirming your acceptance. You are Mohan/Mohini. (All India)

➤ **Answer:**

Confirming Acceptance:

16, XYZ Lane

ABC Nagar,

Chennai

St. Ann's School

TVS Nagar

Chennai

Subject: Acceptance of invitation for judging the literary competition.

Sir,

I would like to express my gratitude to St. Ann's School for inviting me to be the judge for a literary competition in your school. I confirm my acceptance for the same and will make sure that I am present there at the scheduled date and time.

Yours sincerely

Mohini

- You are Sachin / Shama. You have been selected to represent your school in a seminar on 'Education for

All', organised by NCERT. Write a letter to the Professor In charge requesting her to send you a copy of the working paper prepared for the seminar to enable you to prepare yourself on the subject.

Answer:

ABC School

New Delhi

7 March, 20XX

The Professor In charge

NCERT

New Delhi

Madam

Sub: Education for All

I would like to thank you for inviting our school for the proposed seminar on 'Education for All' being

organised by your Institute.

Kindly send me a copy of the working paper prepared for the seminar so that I can prepare myself

properly and make a meaningful contribution in the deliberations at the seminar.

Looking forward to an early response.

Yours sincerely

Sachin/Shama

- You are Aakash/Varsha. You have been invited to attend the wedding of your friend's sister during summer vacation. Respond to the invitation, regretting your inability to attend it.

Answer:

205, Vasant Kunj

New Delhi

4 March, 20XX

Dear Neha

Thank you for your cordial invitation on the occasion of your sister's wedding. I, however, regret my

inability to be with you on this happy occasion as we shall be leaving for Shimla for summer holidays on 1

May, 20XX. Please excuse my absence. Do convey my regards and best wishes to the couple.

Yours sincerely

Varsha/Aakash