

**LEMBAR KERJA PESERTA DIDIK  
FORMAL INVITATION PERTEMUAN KE 2**

**Text 1**

*Dear Mr. & Mrs. Wijayanto.*  
*By the God's mercy and blessing, we would like to invite you to the marriage of our beloved daughter and son:*  
*Tania Aviany, SE*  
*(First daughter of Mr. Budiman and Mrs. Indah)*  
*With*  
*Raden Bagus Rahmadiningrat, ST*  
*(First son of Mr. Rahmadiningrat and Mrs. Ayu Susilowati)*  
*The wedding will be held on:*  
*Saturday, November 9, 2019*  
*10.00 AM – 01.00 PM*  
*Grand Celebration Hall, Jl. Diponegoro No. 123*  
*Pontianak, West Kalimantan*  
*We look forward for the honor of your presence to celebrate together and give the blessing for us.*

**Text 2**

No: 28/X/PURC-MAJU TERUS/2019  
Subject: Monthly Supplier Meeting  
To: All supplier of PT. MAJU TERUS,

Good morning.

Firstly, we would like to thank you for your cooperation and support given to our company all this time. Thanks to your cooperation and support, PT. MAJU TERUS is developing for better, effective, and efficient company.

To maintain the good cooperation and improve the quality, we will hold the usual monthly supplier meeting. The monthly supplier meeting will be held at:

Day, date : Monday, November 5, 2019  
Time : 01.00 – 03.00 PM  
Place : Main Hall of PT. MAJU TERUS  
Jl. Raya Merdeka No. 1, Semarang, Central Java

Please notify us of your attendance confirmation no later than November 1, 2019. We are expecting your attendance and please attend this monthly supplier meeting on time. Thank you for your understanding and precious time given.

Best regard,

Guruh Tresnowijoyo  
(Purchasing Manager)

### Text 3

Tunas Bangsa Senior High School

Jl. Chairil Anwar No. 27, Surabaya, East Java  
Surabaya, October 28, 2019  
No: 501/X/SMA/TUNAS-BANGSA/2019

Subject: Student Guardian Meeting Invitation

To: All of the parents/guardian of 12th grade student Tunas Bangsa Senior High School

Peace to be upon you,

All the praises and thanks to the Almighty God for His grace and blessings that we are in good condition and healthy. As the National Examination will be held for 12th grade student, we invite the parents/guardian to attend the student guardian meeting. The student guardian meeting will be held on:

Day, Date: Tuesday, November 13, 2019

Time: 08.00 – 12.00 AM

Place: School Hall Tunas Bangsa Senior High School

Meeting Agenda :

Preparation planning for National Examination

Conducting the additional lessons after school hours

Student consultation regarding study problems

Thus we convey the invitation for guardian meeting of 12th grade student guardian. For the sake of success of students' study and examination, your presence is really awaited. Thank you for your attention and cooperation.

Best regards,

Sugianto, M.Pd

(Headmaster of Tunas Bangsa Senior High School)

### Text 4

To all of Yogyakarta and surrounding areas citizen,

Health is one of God's blessing that given to us, and just like the saying "healthy mind in healthy body". We aware the importance of health for Indonesian families, that must be encouraged from now on.

Given that importance, we invite you to take part at the event "Running with You" that will be held on Sunday, November 3, 2019. This running event aim to improve your health and protect the whole family member. This event will be held at Cut Nyak Dien street, Yogyakarta, from 06.00 AM until the end.

This event is free and open for public. So bring your family and your loved ones together to take part in this "Running with You" event. We are waiting for you!

Sincerely yours,

"Running with You" Committee

**Subject :**

**Name :**

**Grade :**

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**1. Activity 1**

In group, analyze the text 1, 2, 3 and 4, and then check the information out based on the questions provided in table.

**Text 1**

<b>Questions</b>	<b>Text 1</b>
The name (s) of person who invite (s)	
The request for participation	
The name of the person (s) invited	
The occasion for invitation	
The time and the date of occasion	
The place of the occasion	
The request for reply	
Tense mostly used in the text	

**Text 2**

<b>Questions</b>	<b>Text 1</b>
The name (s) of person who invite (s)	
The request for participation	
The name of the person (s) invited	
The occasion for invitation	
The time and the date of occasion	
The place of the occasion	
The request for reply	
Tense mostly used in the text	

**Text 3**

Questions	Text 1
The name (s) of person who invite (s)	
The request for participation	
The name of the person (s) invited	
The occasion for invitation	
The time and the date of occasion	
The place of the occasion	
The request for reply	
Tense mostly used in the text	

**Text 4**

Questions	Text 1
The name (s) of person who invite (s)	
The request for participation	
The name of the person (s) invited	
The occasion for invitation	
The time and the date of occasion	
The place of the occasion	
The request for reply	
Tense mostly used in the text	

2. **Activity 2.** In group do the activities below!

- a) Create a formal invitation for the head of your school, inviting him/her to the graduation ceremony in your school. Use the format you have learnt in first meeting.
- b) Create a formal invitation for the head of your district, inviting him/her to the ribbon-cutting ceremony to inaugurate the new science laboratory in your school. Use the format you have learnt in first meeting

### **TIPS FOR WRITING**

Before you start writing the invitation, you should read the information below:

#### ***What details to include in your event invitation***

Your event invitation has to answer all the relevant questions your attendees will have. These include the what, why, who, when, and where of your event.

Most event invitations will include the following details:

- Name of the person invited
- Title and description of the event
- Name of hosts and organisers
- Time and date it will take place
- Location and how to get there
- Dress code
- RSVP deadline

Depending on what kind of event you're planning, you may also want to include information about parking, children, plus ones, dining options, and special dietary requirements.

#### ***How to word an event invitation***

Your choice of language should reflect the formality of the event. Write in a formal manner for formal events and use casual wording for casual events.

Formal event invitations will typically use language such as "*You are cordially invited to...*" and "*We request the pleasure of your company...*"

(Source: <https://billetto.co.uk/blog/event-invitation/>)

Compose your writing:

1) Formal Invitation 1



2) Formal invitation 2

A large, empty orange rectangular box with a thin border, occupying the upper portion of the page. It is intended for the student to draw a formal invitation card.