LEMBAR KERJA PESERTA DIDIK PERTEMUAN KE 1
FORMAL INVITATION

Text 1

Belfast University
Office of the Provost
284 Scholars Avenue, Belfast, BT1 4AB

10 June, 2018

Mr John Stevens
123 Anywhere Lane
Belfast
BT1 5CD

Dear Mr Stevens,

In honour of the appointment of Dr Everett Jones as president of Belfast University, we have planned a banquet on the fourteenth of July. We request the pleasure of your company for the banquet at Knowledge Hall, 24 Scholars Avenue, Belfast. The event will open with a welcome address by Dean James Smith and will be followed by formal toasts by fellows of the University. Dinner will be served at 7.30pm. We will be glad to have you with us. Please accept our invitation and confirm your attendance.

RSVP to: Barry Allen : Phone 028 9034 0986 Fax 028 9034 0987

Your sincerely,

Jean Brown

Text 2

<div style="border:1px solid">

The Ministry of Education and Culture
Anak Emas Senior High School
Jl. Jendral Sudirman No.24, West Jakarta

April 3rd, 2019

Number   : 008/02/IV/2019
Subject   : Meeting Invitation
Attachment   : 2 pieces
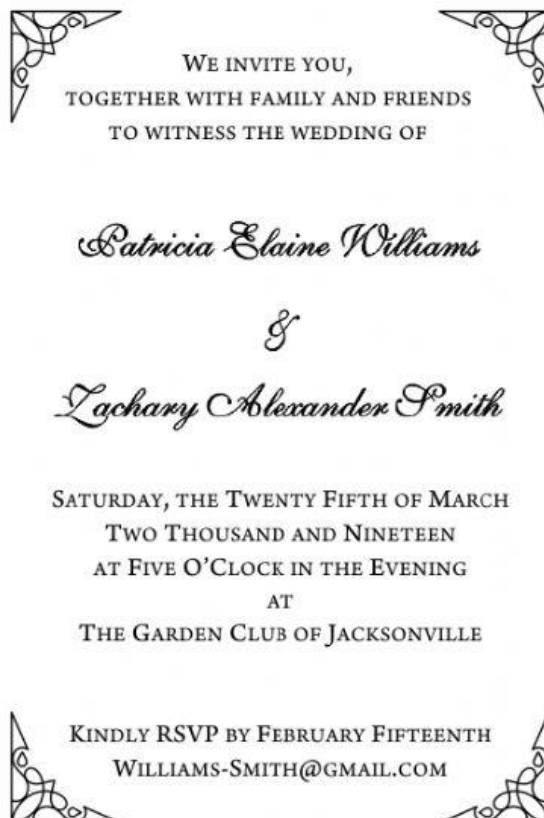
To: All the students Guardian

As this letter comes, we extend the invitation to all the students' guardian to attend the meeting for the farewell of the 3rd-grade students.

We will hold the meeting at the school at 09.00 am on Saturday, April 6th, 2019. We hope all the parents or the guardian of the 3rd-grade students can come to attend the meeting. We will focus on the date of the farewell ceremony, what will in the ceremony and the way to prevent the students' anarchy during the ceremony and the celebration.

Thank you for your attention.
Your Sincerely,

Boedi Djatmoko
School Principal

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Text 3

WE INVITE YOU,
TOGETHER WITH FAMILY AND FRIENDS
TO WITNESS THE WEDDING OF

Patricia Elaine Williams

&

Zachary Alexander Smith

SATURDAY, THE TWENTY FIFTH OF MARCH
TWO THOUSAND AND NINETEEN
AT FIVE O'CLOCK IN THE EVENING
AT
THE GARDEN CLUB OF JACKSONVILLE

KINDLY RSVP BY FEBRUARY FIFTEENTH
WILLIAMS-SMITH@GMAIL.COM

Task 1
In group Analyze the social function, generic structure, and language features of the text 1, 2 and 3!

Unsure	Text 1	Text 2	Text 3
Social function			
Generic structures • Heading • Inside address • Salutation • Body • Complimentary close • Signature			
Language Features • Using Simple present • Using Simple Future			

Task 2
Match the text structures of the formal invitation with their definition, and show their evidences from text 1, 2, and 3!

		Text 1	Text 2	Text 3
HOST	The receiver of the invitation must tell the host whether they plan to attend the event or not.			
SALUTATION	It always ends with a comma. The traditional rule of etiquette is that a formal letter starting "Dear Sir/Madam" must end "yours faithfully" while a letter starting "Dear Mr......" must end "your sincerelly"			
INSIDE	A person who invites guests to a meal, a party, etc. Or who has people staying at their house			
BODY	It normally begins with the word "Dear" and always includes the person's title and last name. If you don't know the name or the sex of your receiver, write "Dear Madam/Sir or Dear Sales Manager, or Dear Human Resources Director.			
COMPLIMENTARY CLOSE	The last part following the closing and the name of writer below it			
REQUEST TO RESPONSE	It is the recipient's address. It is always best to write to a			

	specific individual at the firm to which you are writing. Include a personal title such as Ms., Mr., or Dr. It begins one line below the sender's or one inch below the date.			
SIGNATURE	It is where you explain why you are writing. It is the main part of the letter. Use a new paragraph when you wish to introduce a new idea or element into your letter. In this part stated all the information like date, venue, dress code, etc.			

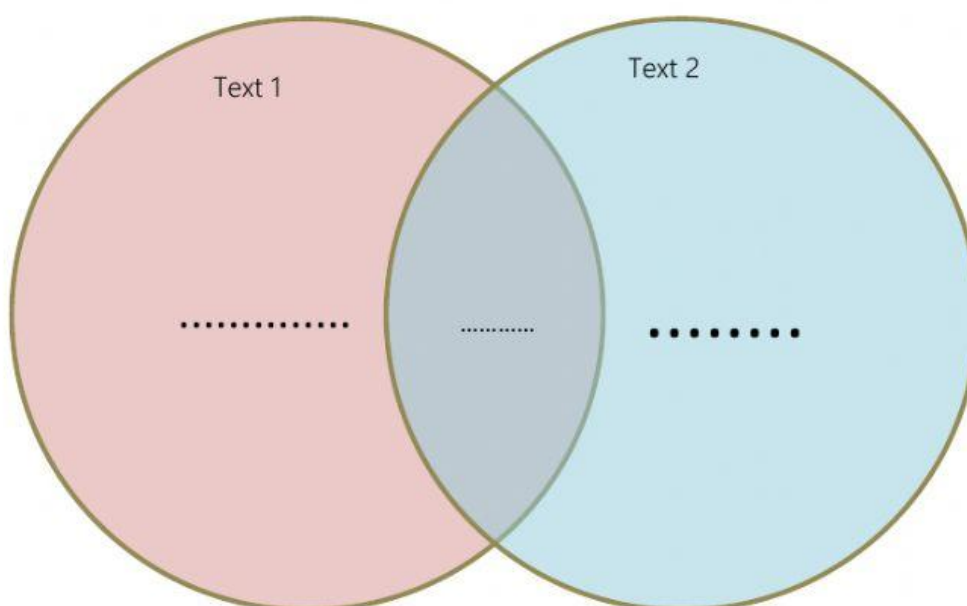**Especially for Task 2, do it based on the following format!**

Generic Structure	Explanation of terms	Text 1	Text 2	Text 3
HOST				
SALUTATION				
INSIDE				
BODY				
COMPLIMENTARY CLOSE				
REQUEST TO RESPONSE				
SIGNATURE				

Task 3

Fill in the following table based on information from invitations below! And
Write down 2 similarities and 2 differences from invitations below!

No	Aspect to be analyzed	Text 1	Text 2
1	The kind of event		
2	Name of the host		
3	Receiver		
4	Sender address		
5	Receiver address		
6	Date and time		
7	RSVP		
8	Venue		
9	Closing		
10	Verb in simple present tense		
11	Verb in future tense		

Find out the similarities and differences of text 1 and 2! Write down your result of analysis into diagram venn below!

Text 1

Text 2

....

Text 1

<div style="border: 1px solid black; padding: 10px;">

VCA SCHOOL DRAMA
28 DODDS Street
Southbank

17 October 2018

Mrs. Cassie Burton
Presdent Of Melbourne Chamber of Commerce
35 Bondholder Street
Southbank

Dear Mrs. Burton

We would like to invite you or a representative of the Chamber of Commerceto attend a special drama parody entitled " Formalin Pindang," based on an Indonesian Folktale " The Legend of Malin Kundang", by postgraduate animator Fanny Hussain, in collaboration with VCA first-year actors Stuart Bowden, Joana Curtis, Julian Markowski and Carl Powls.

The event will take place on:

Day/Date   : Monday, 22 October - 8.00 p.m
                       Tuesday, 23 October - 7.00 p.m
Venue   : VCA School of Drama, 28 Dodds St. Southbank
Dresscode   : Formal

RSVP
(03) 6789998212 or Email info@vca.com.au
It would be a great pleasure for us if you could attend this drama presentation

Your sincerely,

Jean Kidd

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Text 2

<div style="border: 1px solid black; padding: 10px;">

Little Brian is Turning Two

And he wants to celebrate with you

Sunday, 4 june
2-5 pm
3456 Mapple Lane, El Passo, Texas
Dress for Fun and Crafts!
We're going to get creative!

RSVP to Liz Granger
At 830-5555-2121

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