

SMK 2 KOTA PEKANBARU

KELAS 11

LEMBAR KERJA PESERTA DIDIK

FORMAL INVITATION



NAME:

CLASS:

Subject: English

Topic: Formal Invitation

OBJECTIVES:

1. Students will be able to identify the generic structure and language features of a formal invitation
2. Students will be able to write a proper formal invitation according to the correct structure and language features

EXAMPLE OF FORMAL INVITATION:

John Smith
123 Main Street
City, State, Zip Code
Phone: (555) 555-5555
Email: johnsmith@email.com

May 26, 2023

Ms. Jane Doe
456 Elm Street
City, State, Zip Code

Dear Ms. Doe,

We are glad to invite you to our annual fundraising gala on July 10, 2023, at 7:00 pm. The event will occur at the Grand Ballroom, 789 Grand Avenue. The evening will feature a three-course dinner, live entertainment, and a silent auction. All proceeds will support our community outreach programs.

Please RSVP by June 30, 2023, to reserve your seat. We look forward to seeing you at this wonderful occasion.

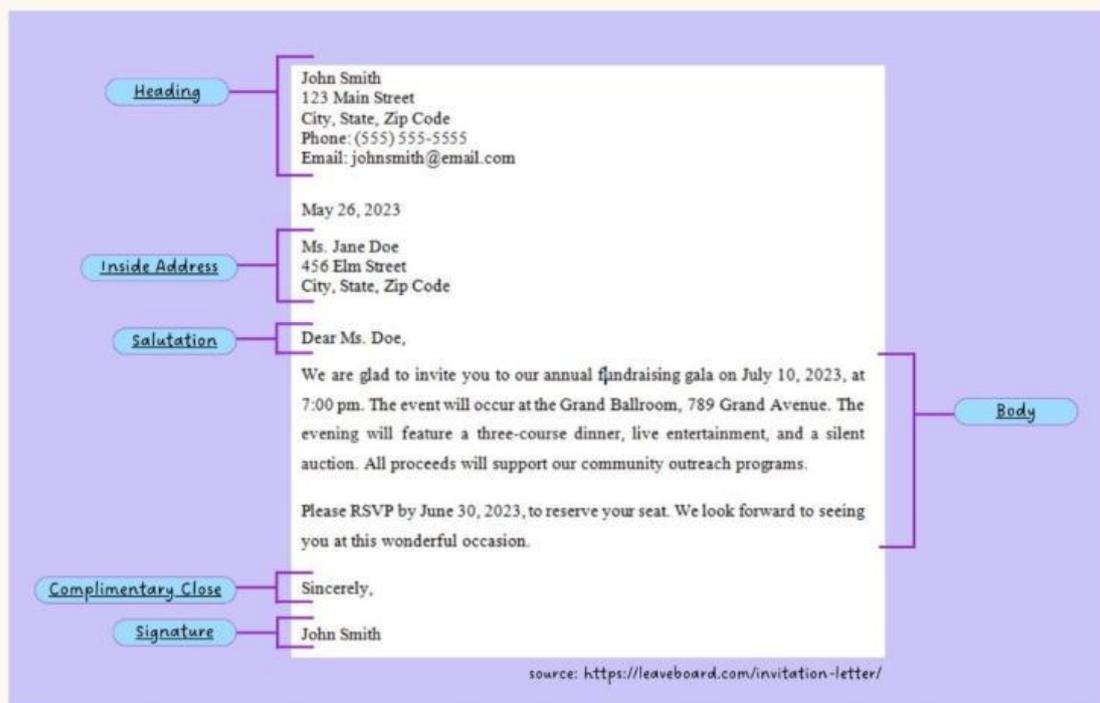
Sincerely,

John Smith

DEFINITION

Formal invitations are generally sent formally, using formal language, and bound by the rules in writing letters. Invitation can be written on a card, a letter or an Email.

GENERIC STRUCTURE



LANGUAGE FEATURES

- **Verb in present tense:** to talk about habits, unchanging situations, facts, and planned events in the near future.
- **Verb in future tense:** used to talk about things that haven't happened yet.

INSTRUCTION

Read the formal invitation carefully, then answer the question with your understanding of the formal invitation, do not cheat!

THE TEXT

1. Witri Zuarni
Bina Krida street
Pekanbaru, Riau, 28289
Phone: 08977652389
email: witrizuarni123@gmail.com
2. May 20th, 2026
3. Ms. Sarah Latifah
Rasamala street
Jakarta, DKI Jakarta, 23452
4. Dear Ms. Sarah,
5. I am writing to invite you to attend the annual International Business Conference, which will be held on August 15th, 2026, at the Pangeran Hotel. The conference will bring together business leaders, entrepreneurs, and experts from around the world to discuss the latest trends and developments in the industry.

Please RSVP by August 1st, 2026 to confirm your attendance. You can respond by email at conference@pangeranhotel.com or by phone at (021) 123-4567. I look forward to seeing you there.
6. Sincerely,
7. Witri

INSTRUCTION

Read the formal invitation carefully, then choose the answer with your understanding of the formal invitation, do not cheat!

QUESTION 1

Who is the sender?

- a. Nadya
- b. Witri
- c. Sarah
- d. Pangeran Hotel
- e. International business conference

QUESTION 2

What is the name of the conference mentioned in the invitation?

- a. Annual International Business Conference
- b. Global Business Summit
- c. World Entrepreneurship Forum
- d. Industry Leaders Conference
- e. None of the above

QUESTION 3

When will the conference be held?

- a. August 15th, 2025
- b. August 15th, 2026
- c. September 1st, 2026
- d. July 30th, 2026
- e. August 17th, 2026

INSTRUCTION

Read the formal invitation carefully, then answer the question with your understanding of the formal invitation, do not cheat!

QUESTION 4

Where will the conference be held?

- a. Pangeran Hotel
- b. Grand Hyatt Hotel
- c. Ritz-Carlton Hotel
- d. Marriott Hotel
- e. Grand Pekanbaru Hotel

QUESTION 5

What is the deadline to RSVP for the conference?

- a. July 1st, 2026
- b. August 1st, 2026
- c. August 15th, 2026
- d. September 1st, 2026
- e. June 2nd, 2026

QUESTION 6

Who is the target audience for the conference?

- a. Only business leaders
- b. Only entrepreneurs
- c. Only industry experts
- d. Business leaders, entrepreneurs, and industry experts
- e. None of the above

INSTRUCTION

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QUESTION 7

Which paragraph is the body?

- a. 1
- b. 5
- c. 3
- d. 6
- e. 4

QUESTION 8

Which paragraph is the inside address?

- a. 1
- b. 3
- c. 2
- d. 6
- e. 7

QUESTION 9

What is the purpose of the letter?

- a. To invite Ms. Sarah Latifah to attend a conference
- b. To provide information about a new business opportunity
- c. To request a meeting with Ms. Sarah Latifah
- d. To offer a job to Ms. Sarah Latifah
- e. None of the above

INSTRUCTION

Read the formal invitation carefully, then answer the question with your understanding of the formal invitation, do not cheat!

QUESTION 10

Who is the recipient of the formal invitation?

- a. Witri Zuarni
- b. Pangeran Hotel
- c. Rasamala street
- d. Sarah Latifah
- e. Bina Krida street

INSTRUCTION

Drag the structure's name to the scrambled formal invitation below!

July 20th, 2027

We are delighted to invite you to our wedding ceremony on September 1st at 08.00 a.m. at Happy Hotel, Jakarta. We look forward to sharing our special day with you and celebrating our love.

Please kindly RSVP by August 25th to confirm your attendance. You can respond by email at Hiwedding@gmail.com or by phone at 021-234-078. We hope to see you there!

Mia Ranggina
Rasamala street
Jakarta, DKI Jakarta, 23452

Warmest regards,

Dear Mia,

Ana Kendrick
Bangau street
Pekanbaru, Riau, 28289
Phone: 07855634108
email: anakendrick234@gmail.com

Ana

DATE

HEADING

INSIDE ADDRESS

SALUTATION

BODY

COMPLIMENTARY CLOSE

SIGNATURE