Year 8

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Formal versus Informal  
 A letter of Invitation**

Here are two versions of the same letter. One is written in an informal style, the other in a formal style. Can you spot the differences?

**Informal Version:**

Hey [Recipient's Name],

Hope you're doing awesome! I wanted to shoot you a quick message to invite you to our graduation ceremony for the [Class of Year]. It's all going down on [Date] at [Time] at [Venue Name], and we'd love to have you there.

This is a big moment for our graduating class, and we think having you there would make it even more special. We're gonna have speeches, diploma presentations, and all that good stuff. Plus, it'll be a chance to catch up and celebrate together.

I know you're probably busy, but it would mean a lot to us if you could make it. Let us know if you can come by [RSVP Deadline].

If you've got any questions or need more info, just hit up [Contact Person's Name] at [Contact Email Address] or [Contact Phone Number].

Thanks for considering it, and hope to see you there!

Cheers,

[Your Name]

**Formal Version:**

Dear [Recipient's Name],

I hope this letter finds you well. On behalf of the [School/Institution Name], I am delighted to extend a formal invitation to you to attend the upcoming graduation ceremony of the [Class of Year] on [Date] at [Time]. The ceremony will be held at [Venue Name] located at [Venue Address].

This momentous occasion marks the culmination of years of hard work, dedication, and academic achievement for our graduating students. It is a time for celebration, reflection, and the honoring of their accomplishments. We believe your presence would greatly enhance the significance of this special event and serve as an inspiration to our graduates as they embark on the next chapter of their lives.

The graduation ceremony will feature a commencement address delivered by [Speaker's Name], an esteemed [Title/Position] in the [Industry/Field]. Additionally, there will be speeches from faculty members, presentation of diplomas, and various performances to commemorate this milestone achievement.

We understand that your schedule may be busy, but we sincerely hope you can join us to share in the joy and pride of our graduates. Your presence would mean a great deal to our students and their families, as well as to the faculty and staff who have supported them throughout their academic journey.

Please RSVP by [RSVP Deadline] to confirm your attendance. If you have any questions or require further information, please do not hesitate to contact [Contact Person's Name] at [Contact Email Address] or [Contact Phone Number].

Thank you for considering our invitation. We look forward to welcoming you to the graduation ceremony and celebrating the accomplishments of our graduates together.

Sincerely,

[Your Name]

Now put down the language difference you noticed

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| Informal | Formal |
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