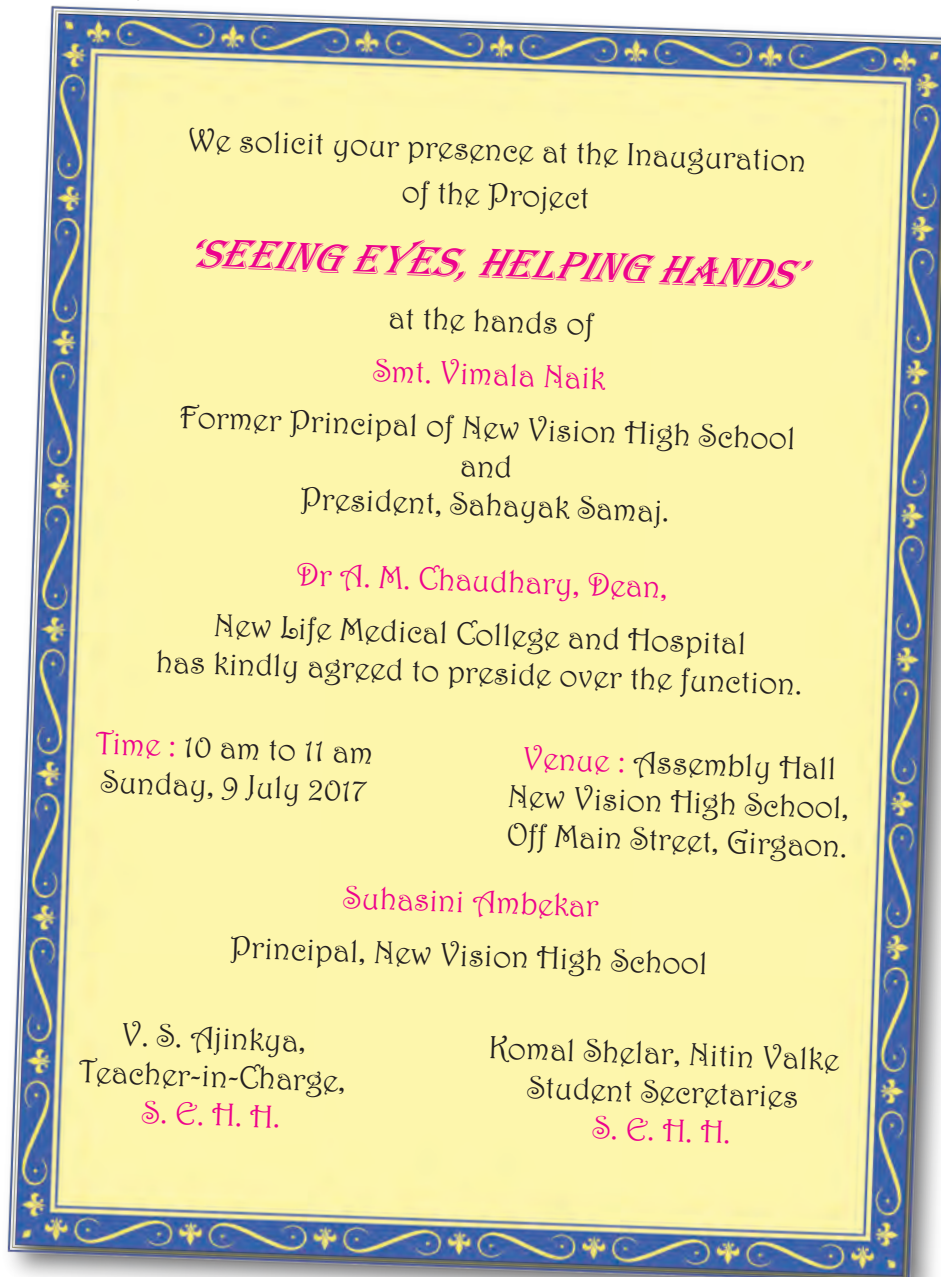


## 1.5 Seeing Eyes Helping Hands



Everyone in New Vision High School was busy. The inauguration of the project 'Seeing Eyes, Helping Hands' was scheduled to take place next week. It was getting late for sending out the invitations. At last, the Principal herself prepared the formal invitation. The art teacher and her students made copies of it. Here is a sample of what they did :



**A : A formal invitation**

- Find the different ways in which you can send this invitation using the internet.

Also, a notice was put up on the school notice board to invite the students and parents to the inaugural function :



**B : A written notice**

- 
- Many times, the school authorities have to communicate with your parents. How is it done in your school? How are written communications sent?
  - With your teachers’ help, get two or three specimens of the notices/ announcements put up on the school notice board.

Teachers made phone calls to some special invitees. Here is a sample of one such telephone conversation :

Receptionist : Hello, Girgaon Times.

Teacher : Good morning, I am Vishwas Ajinkya from New Vision High School. Could I speak to your news editor, Mr Shashank, please?

Receptionist : Just a sec.

Teacher : Thank you.

News Editor : Hello, Mr Ajinkya. Shashank speaking. How are you?

Teacher : Fine. How are you?

News Editor : Fine.

Teacher : Mr Shashank. I have a request. I am calling from New Vision High School. Our school is starting a new social work project. The inauguration is on the coming Sunday. We are sending you the official invitation today.

News Editor : I see.

Teacher : Our idea is to make our students aware of their social responsibilities. It will be a big project and we hope it will set a trend for all schools to follow. We would like your paper to cover the function prominently.

News Editor : Well, this Sunday is going to be a busy day. But, as you say, the project is an important one. It should get good publicity. When did you say is the function?

Teacher : This Sunday, at ten in the morning.

News Editor : Fine, I've made a note of it.

Teacher : Thank you very much.

### **C : An oral invitation**

Students passed on the message to their parents. Here's a sample :

"Mummy, you and Daddy are invited to our school on Sunday, the ninth," said Sameer.

"What's the occasion?"

"Our school is going to run a project called 'Seeing Eyes, Helping Hands'. There's a function to inaugurate it on Sunday at 10 sharp. Students of seventh standard are invited with their parents.

"Where is it?"

"In the School Assembly Hall."

"How long will it be?"

"About an hour. Ms Naik will be there, too. She is going to inaugurate it."

"I see. And what's this project about?"

"Oh, we are all going to visit places and work for others, turn by turn. They'll explain that on Sunday."

"So, you are going to participate in it, aren't you?"

"Yes, Mummy."

"Let's see. Daddy and I can't both go, but one of us will accompany you."

"That would be nice, because Mr Ajinkya has specially asked all the students to tell their parents about it."

**D : Another oral invitation**

1. This passage contains four different types of invitations. They are :

**A** : A formal invitation

**C** : An oral invitation

**B** : A notice

**D** : Another oral invitation

- Read each invitation carefully, keeping in mind the list of eight questions given below. Note the answers in your notebook. Verify that the formal invitation 'A' covers all the eight points.

(1) Who is sending/ giving the information ?

(5) Who will preside over the function ?

(2) What is the programme ?

(6) What time will the function start ?

(3) What is the name of the project ?

(7) Where will it take place ?

(4) Who will inaugurate it ?

(8) How many names get mentioned in the invitation ?

- Now see which of these eight points are covered in the other invitations 'B', 'C' and 'D'. Put tickmarks against the points that are covered.

Points covered	A	B	C	D
(1)	✓			
(2)	✓			
(3)	✓			
(4)	✓			
(5)	✓			
(6)	✓			
(7)	✓			
(8)	6			

2. **Prepare a formal invitation** for a function you have arranged at home. It should clearly state the following points :

- Who is inviting people to the function.
- The date and time.
- A polite request to attend the function.
- What the programme is.
- The venue. (The place where the function will take place.)

3. **Write an imaginary telephone conversation** in which you invite your friend to the above function.

4. Imagine someone has invited your family to a programme and you were the only person at home when the invitation was given orally.

**Write a note** (4-5 lines) to pass on the message to the other people in your family. Or, Write an imaginary conversation in which you pass on the message to your parents.