

 **高 中 英 语 应 用 文 写 作 ---邀 请 信 导 学 案 1 Letters of Invitations （ 1）**

 **学 习 目 标： Learning Goals**

 **After learning this lesson, you will**

**1. learn about the structure and contents of letters;**

**2. apply the format to your writing properly.**

**3. write the points completely and clearly.**

**4. make your writing more coherent.**

**5. use appropriate expressions in your writing and mind your tone.**

**6. use some advanced expressions and sentence patterns to write a letter.**

**7. know what a good letter of invitation is like.**

**8. write an appropriate letter of invitation, especially pay attention to the tone and language.**

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**Lead in**

**When do you need to write letters of invitations?**  **Invite to attend school events**

 **Invite to attend outdoor activities**  **Invite to join in the parties**

 **Invite to join in the ceremonies**

 **Invite to take part in the recreations**  **Invite to take part in the festival activities**  **Invite to take part in the sports activities**  **Invite to take part in charity activities**

 **Write Letters of Invitations to**

 **tours/dinners/parties**

 **meetings/conferences/exhibitions**

 **school events/ceremonies**

 **class reunions/family reunions**

 **weddings/receptions/performances**



**Letters of Invitations**

• **内 容 完 整 content**

• **结 构 清 晰 Format**

• **语 言 精 确 language**

• 交 际 **得 体 tone**

**Format/Frame structure 邀 请信写作框架 Letters of Invitations -Readers-based**

**Part 1: Beginning - Purpose of writing the letter Part 2: Body Arrangements**

**Part 3: Ending**

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**一 、 邀请信： 是 邀请 好友 亲朋 或知 名人 士 、专 家等 参加某 项 活 动时 所 发 的 书 信 。 在国际 交 往及 日常的 各 种 社 交 活 动中， 这 类 书 信 使用广泛。信文语言简短准确， 语气诚恳热情。**

**二 、 邀 请 信 具 有简短 、热 情的 特 点 ，信 件 格 式为 ：**

**三 段 式 结构 Structure:**

**第 一 段 : 说 明 与 收信人的 相关性与写作意图，简要说明活动，并 邀请对方；**

**第 二 段 ：介绍活动具 体内容，并说明受邀人参加的理由； 包括活动的具体时间、地点和内容；**

**第 三 段 ：表示期待对 方接受邀请并致谢。**

**Format**

**What should be included in a letter of invitation?**

**Dear \_\_\_\_\_\_,**

**Beginning --- Briefly explain the activities and invite them to attend (Introduction and purpose)**

**Why are you writing the letter?**

**Body--- Introduce the specific contents of the activity;**

**--- state the reason for the invitee, including the specific time, place and contents of the activity. Why do you invite your friends and your relatives?**

**Ending --- About your wishes for response and being accepted with your gratitude.**

**Yours faithfully**

**\*\*\***

**Writing preparations**

**Part 1: Purpose of writing the letter**

**（ 1）【篇首句】介 绍自己(收信 人非熟人)， 说明写作意图，简要说明活动，并邀请 对方。**

 **You have an itch for ……**

 **You have a burning desire for ……**

 **You have an overwhelmingly strong desire for ……**

 **You have a strong /burning passion for ……**

 **You develop a profound love fo r……**

 **You are exceedingly enthusiastic about ……**

 **You are fully fascinated by……**

 **You are surprisingly keen on ……**

 **You are passionately fond of ……**

 **You are unusually spellbound with ……**

 **You are incredibly hungry / thirsty for ……**

 **You are deeply hooked on ……**

**Part 2: Body Arrangements**

**（ 2）【篇中句】篇 中介绍活动具体内容，包括受邀请的 人，邀请朋友干什么、地点及具体的 时间等；**

**Natural transitions**

**to begin with, as for, In addition , Therefore, as well, to be frank, what ’s more,**

**meanwhile, undoubtedly …**

**The content must be complete and concrete, the language be concise, accurate and coherent, the attitude and tone be courteous and genuine. (描 述准确精炼，言 简意赅，语气诚恳);**

**1. 要 点 2C 原 则：Complete and concrete**

2



**2. 语 言 3C 原 则 ： conciseness; courtesy; coherence**

**Suitable Details?**

**your gratitude in an enthusiastic way Part 3: Ending**

**Speak clearly, and in courtesy (语言简洁 ，有礼貌 )**

**Express**

**（ 3）【篇尾句】篇 尾表 达期 待朋 友 的 回 复 ， 期 待 对 方 接 受 邀 请 。**

**1. Let me know...**

**2. Please drop me a line... (给 我 留 言)**

**3. Thanks for your favorable consideration.**

**4. I am looking forward to your favorable reply at your earliest convenience.**

**5. I would be grateful / thankful / appreciative if you could accept my invitation.**

**6. It would be highly appreciated if you could come.**

**7. Looking forward to your earliest reply!**

**8. We are sincerely looking forward to your coming with great pleasure.**

**9. We are anticipating your participation in the party.**

**10. Please confirm your participation/presence at your earliest convenience. (Formal)**

**11. If you can participate in the visit, we will be more than glad.**

**12. You are earnestly/surely expected to be present if it is convenient.**

**13. Hopefully, you won ’t decline my invitation if you are available, will you?**

**14. The favor of your presence is cordially requested at the opening ceremony.**

**15. Could you spare some time from your busy schedule to share the special moment with us? Useful words and expressions**

















**activities**

**affectionately**

**attend**

**attendance**

**announce**

**acknowledge**

**balanced**

**busy**

















**breathtaking**

**celebrate**

**ceremony**

**congratulations**

**cancel**

**celebration**

**desire**

**debut( 初次登台 ，首次亮相)**

















**enthusiastic**

**flavor**

**fond**

**funny**

**friendship**

**fascinated**

**goings-on**

**happy**

 **bless**



**events**



**happiness**

**Writing help: Useful phrases**

 **accept with pleasure**

 **as for activities**

 **attend the concert**  **at 9:00 am next Saturday**  **at the foot/ top of the hill**  **be our guest**

 **be scheduled to**

 **be involved in …**

 **bring laughter**

 **bring a guest**

 **chatting casually( 随 意 )**

3



 **cordially invite you to**

 **drop me a line**

 **during which time**

 **extend my invitation to you to do…**

 **family gathering**

 **well suited for**

 **have the honor of inviting**

 **having a taste of**

 **in celebration of**

 **in honor of**

 **involvement**

**Writing help: sentences**

**1. A party is coming. /(With a party approaching / drawing near,) I would like to invite you to participate in it in the flesh. (with+O+C)**

**2. A grand party will be held/A grand party to be held, I feel it a privilege to extend an invitation to you. (独 立 主 格 结构)**

**3. Knowing /Informed of the exciting news that a party is to be held,**

**(非 谓 语+同 位 语) I can ’t wait to invite**

**you to participate in it.**

**4. So meaningful is the party that I am eager to share with you. Therefore, I am inclined to invite you to join. (倒 装 )**

**5. You are invited to a special evening showing of our new line. (被 动 结 构 )**

**6. Our school students will present their science projects on that day.**

**7. As for activities, setting off fireworks and going to the temple fair never fail to bring laughter**

**8. I suppose the splendid Spring Festival Gala will also be your cup of tea.**

**9. The projects are graded by our teachers and various awards will be given.**

**10. It couldn ’t be better if you could offer us some valuable advice on learning English at the end of it.**

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 **邀 请 信 写作模板 1：**

 **Writing Purpose ：**

**Dear \_\_\_\_,**





**Beginning --- Briefly explain the activities and invite them to attend (Introduction and purpose)**

**① How’s everything with you? I’m writing to tell you that there will be a \_\_\_\_\_\_\_\_\_\_ ( 活 动 ) at/in \_\_\_\_\_\_\_\_\_\_ (地 点 ) on \_\_\_\_\_\_\_\_ (时 间 ). I wonder if you ’d like to go with me (发 出 邀 请 )．**

**Body--- Introduce the specific contents of the activity;**

 **--- state the reasons for the invitee, including the specific time, place and contents of the activity.**  **Why do you invite your friends and your relatives?**

**② It is scheduled that the activity will start at \_\_\_\_\_\_\_\_ (具 体 时 间). This will be followed by a \_\_\_\_\_\_\_\_**

**(进 一 步 的 安排). At around \_\_\_\_\_\_\_\_ (时 间 ), \_\_\_\_\_\_\_\_ (另 一 个 安排)．**

 **Ending ---About your wishes for response and being accepted with your gratitude.**

**③ If you are interested in it, let me know. Hope to meet you at the \_\_\_\_\_\_\_\_./I really hope you can make it (再 次邀请 ). My phone number is \_\_\_\_\_\_\_\_ (电话号码 )． Looking forward to your involvement. Wish you a great success!**

**Yours Sincerely / Faithfully/ Truly, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Assessment**

**Work in groups of four. Each student read the article and others comment on your partner ’s work. Then select the best one out to show in the class. When you are discussing, you can pay attention to the following hints.**

|  |  |
| --- | --- |
| **Purpose** | **Have you made the purpose clear?** |
| **Frame structure** | **Does the frame structure conform to the requirements?** |
| **Language** | **Are the sentences concise and accurate? Have you used the proper punctuation, words, sentences and paragraphs to convey yourself?** |
| **Content** | **Have you included all the points of view?** |
| **Are the details suitable?** |  |



**应 用 文 写 作 — 邀 请 信**

**三 、 参 考 范 文**

**邀 请 信 范文 1： （2017 年 6 月 全 国 卷 3 高 考 应 用文 真 题 : 邀请 加 入校 乒 乓 球队 ）**

**第 一 节 应 用 文 写 作 （ 满 分 15 分 ）**

**假 定 你 是 李华 ，你 所 在的 校 乒乓 球 队 正在 招 收 新队 员 ，请给 你 的 留学 生 朋友 Eric 写 封 邮 件 邀 请 他 加 入 ， 内 容 包 括 ：**

**1. 球 队 活 动；**

**2. 报 名 方 式 及 截 止 日 期；**

**注 意 ： 1． 词 数 80 左 右 ；**

**2． 可 适 当 增 加 细 节 ， 以 使 行 为 连 贯。**

**Writing Sample ：**

**Dear Eric，**

**How is everything going? I'm Li Hua, I'm happy to invite you to join the Ping-Pong team in our school. I know you are very interested in playing Ping-Pong， which is regarded as the National Ball Sport of China and enjoys great popularity．As for the practice in our school's table tennis team，here is something about it.**

**Athletes from our team have won many gold medals of the contests in recent years and we benefit a lot from playing Ping-Pong． Members of the team have regular training on every Friday afternoon from 3:30 pm to 5:00 pm ．If you want to apply for membership，please sign up on our school website or send an email to pingpong@hotmail. com ． The deadline is June 28th ．**

**I'm looking forward to your arrival and joining us in the near future.**

**Yours faithfully,**

**Li H ua**

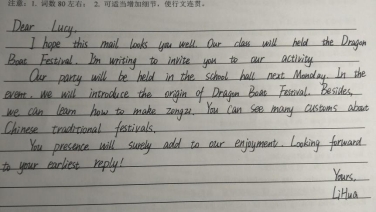
**邀 请 信 范文 2: （ 邀 请 参 加 端 午 节 the Dragon Boat Festival 庆 祝 活 动 ）**

**假定 你 是李 华 ， 你们 社 区 将举 行 端午 节 (the Dragon Boat Festival) 庆 祝 活 动 ， 请你 给 外教 Lucy 写 封 信 盛 情 邀 请 她 参 加 ， 内 容包 括 ： 1. 写 信 意 图 ； 2. 活 动 时 间 和 地 点 ； 3. 活 动 内 容 。**

**注 意 ： 1． 词 数 80 左 右 ；**

**2． 可 适 当 增 加 细 节 ， 以 使 行 为 连 贯。**

5



**Writing Sample ：**

**Dear Lucy,**

**I ’m writing to invite you to participate in the celebration of the Dragon Boat Festival in our class. As is scheduled, the celebration will begin at 2 pm. next Saturday in Room 201, which will be a**

**feast of the Chinese culture . There will be several activities, ranging from making zongzi to watching the stimulating dragon boat race on TV. If you will get actively involve d in it, you will surely have a taste of typical Chinese culture and customs. And your arrival will undoubtedly add to our joy.**

**Your favorable reply at your earliest convenience will be highly appre ciate d. Looking forward to your involvement .**

**Yours faithfully,**

**Li H ua**

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