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Letter of Invitation

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Analysis of the letter

邀请信各类原由

常见邀请信要点

中国节日

学校活动

(当评委、做讲座、校庆、出席开/闭幕式等)

室外活动

(野餐、爬山、球赛等)

聚餐、晚会等



时间+地点

活动目的

活动内容

活动意义

(2020学年第一学期期中杭州地区) 假定你是李华, 你校将组织一场为贫困地区学生献爱心的捐助活动, 请你代表学生会写一封邮件邀请你校外教John出席开幕式, 内容包括:

- 1.时间、地点;
- 2.活动内容;
- 3.活动意义。

注意:

- 1.词数80左右;
- 2.可适当增加细节, 以使行文连贯。

Vocabulary building

- 邀请: invite sb to do sth/some place
- 代表学生会: on behalf of/represent the Student Union
- 组织一场活动: launch a campaign/ organize an activity
- 计划, 安排: be scheduled for/be fixed/be due to start/
be held/be arranged to do sth
- 目的是: be aimed at arousing (aim to arouse) students' interest
in...and broaden their international vision/with the purpose(aim) of
- 广泛的, 多样的: have a wide range of/a wide variety of/
various/diverse/abundant/plentiful /with an abundance of/...
- 带来的意义: deepen one's insight into/have a deeper understanding
of.../have a good taste of.../serve as(provide) a platform
for/immerse sb in a fantastic aura/leave sb an deep impression
on.../a feast for the eyes/develop(cultivate) a sense of responsibility

1

时间和地点

常用地点短语

in the stadium/gym,

in the Student Activity Center,

in the school /**lecture** hall,

at the school auditorium (礼堂, 会堂) ,

on the playground

时间表示法(钟点/星期/月/日/年)

in December, 2020

on December 3rd, 2020

on Thursday, December 3rd, 2020

at 7:00 pm on December 3rd, 2020

at 7:00 on the evening of December 3rd, 2020

at 7:00 pm on Thursday, December 3rd, 2020

at 7:00 on Thursday evening, December 3rd, 2020

from 2:00 pm to 4:30 pm on Thursday, December 3rd, 2020

How do you like the following expressions?

As scheduled, this activity falls on May 1st and it is to be held in the newly-built hall.

写清具体的时间段

I'm writing to invite you to attend its opening ceremony, which falls on next Monday at 8 am. at the school lecture hall.

先写钟点后写星期

It is scheduled on November 20th in lecture hall, beginning at 9:00 and ending at 10:00.

先写地点后写时间

Expressions for time and place

- ① The activity **is scheduled to be launched** in the stadium next Friday afternoon from 2:00 to 5:00.
- ② The ceremony will start at the school auditorium at 3:00 pm on July 1st and **last (for) approximately two hours**.
- ③ **Launched** by our school , it will be held in the school lecture hall next Monday from 9:00 am to 11:00 am.
- ④ To get everyone involved, the activity will fall at the school library at 6:00 next Friday evening.

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活动内容

For the sake of convenience, it's going to be held next Sunday morning at 9 o'clock in the school's lecture hall. And the activity is ^{aiming at} ~~to devote~~ ^{devoting} our help to those in poor areas, which can not only enhance the sense of responsibility, but also give us a sight of the importance of helping others.

几乎没有涉及具体的活动内容

(Falls) on October 5th in the school lecture hall from 1 pm to 3 pm, the ceremony is filled with colorful activities. Our headmaster will ^① deliver a speech as well as ^② advocating for our support. Then a student will ^③ represent gratitude on behalf of the poor area. Finally here comes the ^④ donation along with a ^⑤ football match between our two schools.

活动内容要点过多，挑选两个重点描述即可

Launched at the school lecture hall on May 5th from 9:00am to 11:00am, this ceremony includes our headmaster's speech and a poor student's speech. Next, came our favourite performances! Students in poor areas have practiced for the last three months. So it's what you can't miss.

活动内容是否符合主题“捐赠活动”？

How to organize activities?

As arranged, our headteacher will deliver a speech, after which a group of students will play a song about love and help. Then, the money-raising activity starts.

Then comes the money-raising activity.

Our school auditorium is to witness such ^a meaningful activity, in which every teacher and ~~the~~ student will bring something to donate, ranging from ~~books, clothes~~ ^{money} to living necessities.

Firstly, a video about the life of the targeted students will be shown. Then, those present are encouraged to make a donation, ranging from money to books.

具体详细地写出活动内容

3

活动意义

正确使用倒装结构

潮恩教育

Through this activity, not only can we help the poor students and spread our love, but also will students form a sense of responsibility and kindness.

..., but students will also form a sense of responsibility.

Educational and meaningful as it is, it helps students in need as well as develops a sense of devotion in us.

Educational and meaningful as it is =
Though it is educational and meaningful, ...

思维逻辑不通顺

Expressions for positive effects

By lending the poor a hand, the activity is bound to impress us with the importance of giving and sharing.

Not only does it serve as a chance for us to ~~return~~^{feed back} society, but it also furnishes us with a sense of responsibility.

Not only does it help those in need, but it also provides a platform for us to deliver our concern.

4

邀请信的开头和结尾

常用于邀请的句子:

- I'm writing to you on behalf of ... to invite you to ...
- I would like to see your presence 出席 at ...
- I take the pleasure 很高兴 to invite you to ...
- It is with the greatest pleasure that I write to
eagerly/cordially ['kɔ:diəli] 热诚地, 诚挚地 invite you to...
- It gives me the greatest pleasure to invite you to...

常用于希望接受邀请的句子:

- I really hope you'll be able to make it over here.
- It would be great if you could make it.
- If you don't have any prior appointment on...,
we look forward to the pleasure of your company.
- Please confirm 确认 your participation at your
earlier convenience. 方便时
- We should be very pleased if you could honor
us with your presence. 很荣幸有你的到来

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学生习作

Dear Mr. John,

★ Delighted to know that you're devoted to helping others, I, Li Hua, representing the Student Union, am writing to invite you to attend the opening ceremony of a donating campaign.

Launched by our school, the activity is scheduled in the gym from 9:00 am to 11:00 am next Monday.

Apart from watching a video concerning the tough situation of students in poor areas, there's also a significant speech delivered by the headmaster. Undoubtedly, this activity will promote your sense of sympathy as well as

raise the awareness of helping others.

responsibility

Anticipating your prompt reply.

Yours,

Li Hua

教师点评:

- ①书写清楚漂亮;
- ②全篇行文较为流畅;
- ③首段清楚地表达了写作的背景与目的;
- ④活动的内容表达较为具体详细,不足之处在于没有写到具体的捐赠这一活动。
- ⑤活动的意义表达稍显欠缺。

Dear John,

★ I am Li Hua. On behalf of Student Union, I am writing to cordially invite you to attend the opening ceremony of a **donation** event which aims to assist students in poor areas.

The event is scheduled to take place in the school hall ~~on next~~ ^{to} Monday from 3pm - 4pm. ★ Brimful of meaningful activities like writing encouraging letters and donating money ~~with best wishes~~, the event is bound to be an ideal platform to spread our kindness. Plus, the event serves as the purpose to show everyone the meaning of helping others.

Look forward to your **attendance**.

attendance

Yours,

Li Hua

教师点评:

- ①书写清楚漂亮;
- ②全篇行文较为流畅;
- ③首段清楚地表达了写作的背景与目的以及适当增加了活动目的;
- ④活动的内容表达较为具体详细, 并与活动的意义巧妙地结合在一起。

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下水作文

Dear John,

I'm writing to you on behalf of the Student Union to attend the opening ceremony of a donation campaign.

Aimed at showing love to the students in poverty-stricken areas, the activity is scheduled to be launched in the stadium next Friday afternoon from 2:00 to 5:00. Firstly, a video about the life of the targeted students will be shown. Then, those present are encouraged to make a donation, ranging from money to books. Not only does it help those in need, but also it provides a platform for us to deliver our concern.

Looking forward to your arrival.

Yours,
Li Hua

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高考邀请信

2017年6月全国高考浙江卷·书面表达(满分15分)

假定你是李华，计划组织一次郊游，请给你的英国朋友Chris写封邮件邀请他参加。内容包括：

1. 参加者；
2. 时间、地点；
3. 活动：登山、野餐等。

注意：

1. 词数80左右；
2. 可以适当增加细节，以使行文连贯。

Dear Chris,

I'm Li Hua and I'm writing to **extend earnest**(认真的, 重要的, 热心的) **invitation** for your participation in the outing organized by me. **Aiming to gain a better acquaintance** (相识; 熟人) **with exotic** (异国的, 外来的) **culture**, I have asked teenagers I know all over the world to **get actively involved** in this event.

For the sake of convenience, the outing **falls** in Hong Kong at 9 am, on July 16. **Brimful** (盈满的; 满到边际的) **of intriguing** (有趣的) **activities** like climbing and having a picnic, this outing **is bound to be a huge success**.

A response at your earliest convenience will be highly appreciated.

Yours,
Li Hua

2017年11月全国高考浙江卷·书面表达(满分15分)

假定你是李华，得知外教Mr. Hall寒假不回国，想邀请他到你家过春节。请你给他写一封信，内容包括：

- 1.时间；
- 2.一同过节的家人；
- 3.活动。

注意：

- 1.词数80左右；
- 2.可以适当增加细节，以使行文连贯。

语言积累

风俗

剪纸: Paper Cutting 贴对联: paste the couplet
压岁钱: give lucky money to children
拜年: pay a New Year call/ visit

吃

家庭盛宴: the family banquet/ feast
火锅: Hot Pot 北京烤鸭: Beijing Roast Duck

玩

越剧: Yue Opera
品尝地方风味小吃: taste local flavor snacks
欣赏民间工艺: appreciate folk arts and crafts

语言积累

教材

1. The most energetic and important festivals are the ones that look forward to the end of winter and to the coming of spring. At the Spring Festival in China, people eat dumplings, fish and meat and may give children lucky money in red paper. There are dragon dances and carnivals, and families celebrate the Lunar New Year together. (NSFC Module3 Unit1 FESTIVALS AND CELEBRATIONS)
2. Festivals let us enjoy life, be proud of our customs and forget our work for a little while. (NSFC Module3 Unit1 FESTIVALS AND CELEBRATIONS)

Dear Mr. Hall,

Hearing that you're not going to go back to your country in the coming winter vacation, I'm writing to invite you to spend the Spring Festival with my family together.

If you consider accepting my invitation, I'll ask my parents to pick you up next Monday and drive you **straight** to my house where my brother, sister and grandparents will all be in. The Spring Festival **plays a significant role** in every Chinese life, so various activities are **indispensable** 不可缺少的 in **adding flavour to** the festival. We'll **have a big feast** together, gathering around the table and praying for next year's good luck. After the meal, **a lucky charm** 护身符 and a red pocket which contains lucky money will be given to everyone and some lucky words are said to each other. Everything will **overflow with happiness** then.

I sincerely hope that you can **accept my earnest invitation** and can reply to me at your earliest convenience.

Yours,
Li Hua

2019年6月全国高考卷III·书面表达(满分15分)

假定你是李华，你校将举办音乐节。请写封邮件邀请你的英国朋友Allen参加，内容包括：

- 1.时间；
- 2.活动安排；
- 3.欢迎他表演节目。

注意：

- 1.词数80左右；
- 2.可以适当增加细节，以使行文连贯。

【写作思路】

邀请Allen参加学校即将举办的音乐节，考生需要对语境提供的背景信息和时间及活动安排等要点进行必要整合，同时需要对要点进行适当拓展，以在内容和语言表达上更加丰富和多样性。

【话题词汇】

a music festival, after-school activities, pop, rock, jazz,
folk, classical, blues, R&B, ballet, country music, rock and
roll, soul music, instrument, piano, drum, guitar, violin,
musician, conductor, band, perform, audience, stage,
concert, musical, performance, talent show, talk show

在平时的学习中，要注意话题词汇的积累。

【试题趋势】

跟去年类似，今年的书面表达要求考生写邮件，告知英国朋友音乐节的情况（属音乐活动范畴）。近年来，书面表达的考查越来越贴近中学生的日常生活，更加重视语言的应用，回归了英语作为语言功能的本质。因此，在备考时，要集中看一些与日常生活和学习息息相关的话题，如学校生活、体育运动、语言学习、节假日及活动等，并密切关注社会时事，按照话题网络化复习，效果会更佳。

Dear Allen,

How is everything going? Our school will hold a music festival next Saturday morning in the school hall to enrich students' after-school life. As an organizer, I'm writing to invite you to join us.

The opening ceremony will start at 9:00 am, and the schoolmaster will deliver a speech. Following the speech is a one-hour lecture with the title of "A Brief History of Chinese Music" by Professor Guo, after which there will be various fantastic performances played by talented students. You are particularly welcome to show up on stage, which will definitely add color and fun to our festival.

Looking forward to your early reply.

Yours,
Li Hua

THANKS



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