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高中英语应用文写作 ---邀请信3

Letters of Invitations (3)

杭州二中许丽君

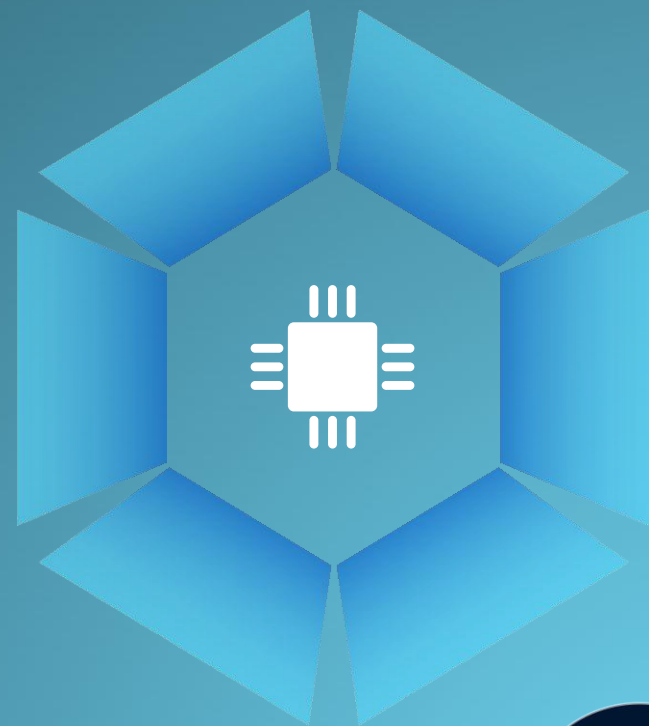


Lead in



When do you need to write letters of invitations?

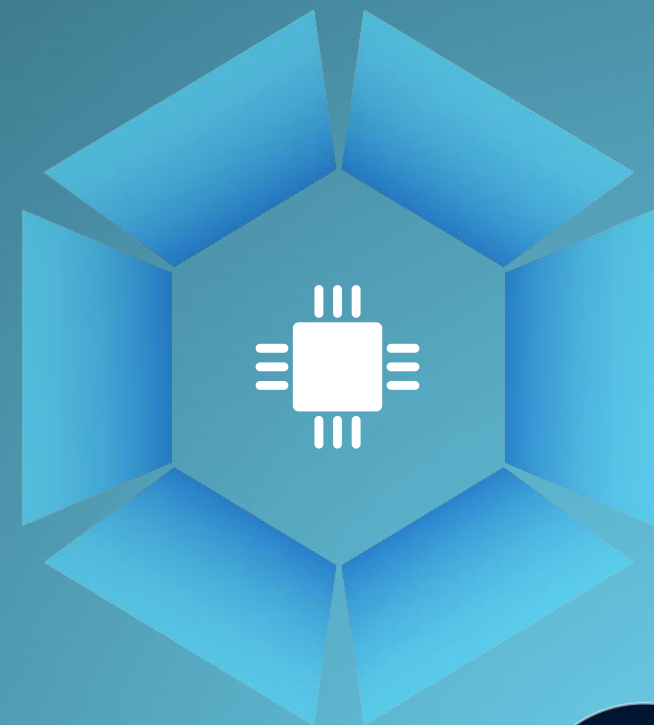
- ✧ Invite to attend school events
- ✧ Invite to attend outdoor activities
- ✧ Invite to join in the parties
- ✧ Invite to join in the ceremonies
- ✧ Invite to take part in the recreations
- ✧ Invite to take part in the festival activities
- ✧ Invite to take part in the sports activities
- ✧ Invite to 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



Format/Frame structure 邀请信写作框架



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

Letters of Invitations (3)



Part 1: Purpose of writing the letter

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(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。

- 1. With the Mid-Autumn Festival drawing near/approaching, I'm writing to invite you to celebrate it with us.
- 随着中秋节的临近, 我写信邀请你和我们一起过节。
- 2. It is our pleasure to inform you that Xinhua School is organizing a Science Fair (whish is) to be held next Saturday.
- 我们很荣幸通知你新华学校下周六将要组织一次科技展。



Part 1: Purpose of writing the letter

- 3. Hearing about your schedule to stay in China in the coming winter vacation, I'm writing to extend my invitation to you to spend the Spring Festival with my family.
- 听说你将在中国过寒假，我邀请你来我家度春节。
- 4. Knowing that you are fond of Chinese traditional festivals, I am writing to sincerely invite you to celebrate the Dragon Boat Festival with my family together.
- 获知你对中国传统节日感兴趣，我写信真诚地邀请你和我家人一起庆祝端午节。

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；

- 1. If you are interested, please **sign up for** it on the school website before January 12th .
● 如你感兴趣，去于1月12日前在学校网站报名。
- 2. Our **family gathering**(聚会), to be held on the night of Febuary18, **means cosy(温馨) reunion** for us.
● 将在2月18日晚上举办的家庭聚会是我们全家温馨的重逢。
- 3. A Chinese poetry recitation contest is **going to be held** in our school, which is definitely a good chance for you **to show your talent**.
● 下周我们学校要举行中文诗歌朗诵比赛，这将是你好展示自己的好机会。（被动句）
- 4. The Science Fair, (which is) **themed** “Science and Creativity” **is scheduled to** take place in the lecture hall at 2:00 p.m. on Saturday.
● 主题为“科技与创新”的科技节计划于...举行。

Part 2: Body Arrangements

- 5. I **sincerely invite you to** participate in a contest(竞赛) to be held in our school on Oct.12 at 10 am.
- 我诚挚邀请你参加将于.....在.....举行的竞赛。
- 6. For someone so **fond of Chinese culture** like you, it is absolutely **a great opportunity** you **can't afford to miss.**
- 对于像你一样热爱中国文化的人，这绝对是一个不容错过的好机会。
- 7. The contest, **themed** “My First Impression of China”, **is scheduled to** take place on January 17th in the school auditorium.
- 以“我对中国的第一印象”为主题的竞赛，计划1月17日在学校礼堂举行。



Part 2: Body Arrangements

- 8. Your **proficiency in Chinese** and **outstanding presentation skills** can **never fail to win applause**, making you **stand out** among the participants
- 你对汉语的精通和杰出的表现能力一定能让你赢得大伙的掌声，使你在参赛者中脱颖而出。
- 9. On the morning of July 10, we will **have a chance to watch** a breathtaking Dragon boat race specially **held annually to honor** the great poet QuYuan.
- 在7月10日早上，我们将有机会观看为纪念伟大诗人屈原每年一次举办的令人叹为观止的龙舟赛。
- 10. With the purpose of promoting true scientific spirit, hands-on scientific investigation is the main focus of our Science fair.
- 为了提升真正的科学精神，我们这次的科学展主要聚焦于身边的科学调研。

Part 3: Ending

✚ 【篇尾句】 期待对方接受邀请并期待对方尽快回复。

- 1. I'd **be more than happy/pleased to** meet you there and if you have any doubts, **do not hesitate to** drop me a line.
● 很高兴能在那里遇到你，如有疑问，请告知。
- 2. **Your participation/presence is highly anticipated/expected/appreciated**.
● 非常期待你的参与。（被动句）
- 3. Never **deprive(剥夺)** yourself of such simple pleasures!
● 让自己开心愉悦。
- 4. I'm sure that these **lively celebrations** with Chinese flavor will **be your cup of tea**.
● 我相信这些中国风味的庆祝活动一定让你喜欢。



WRITING HELP

Letters of Invitations (3)



Useful words and expressions



- ◆ ranked
- ◆ reliable
- ◆ recently
- ◆ responsible
- ◆ ritual(礼节性的)
- ◆ self-confident
- ◆ scheduled
- ◆ satisfying
- ◆ salute



- ◆ spellbound
- ◆ tell
- ◆ tended
- ◆ thirsty
- ◆ tutored
- ◆ trustworthy
- ◆ union
- ◆ updated
- ◆ vows



- ◆ vocation
- ◆ volunteered
- ◆ wishes
- ◆ weather
- ◆ welcome
- ◆ well-organized



Writing help: Useful phrases

- ◆ have you heard
- ◆ how did you manage to
- ◆ I enjoyed hearing about
- ◆ I hope that by now
- ◆ I meant to tell you
- ◆ in the lecture hall
- ◆ in the auditorium
- ◆ in your last letter you didn't mention
- ◆ I thought you might like to know
- ◆ missing you
- ◆ participate in...
- ◆ would enjoy attending
- ◆ with Chinese flavor
- ◆ will last for two hours
- ◆ will/is to be held/take place(举行) from 9:00 am to 5:00 pm
- ◆ remember the time
- ◆ sympathize with



Writing help: sentences

- 1. On behalf of (代表) the Students' Union, I am writing to invite you to ... (Formal)
- 2. The contest will last for two hours, during which time (在这期间) we will...
- 3. I suppose the splendid Spring Festival Gala will also be your cup of tea.
- 4. We'll have a big feast together, chatting casually.



Writing help: sentences

- 5. I'm sure that these lively celebrations with Chinese flavor will be your cup of tea.
- 6. We will have a chance to watch a breathtaking Dragon boat race specially held annually to honor...
- 7. We will have dinner with ..., having a taste of the traditional food and sharing stories about the festival.
- 8. With your involvement and precious comments, the activity is bound to be a great success.



Writing help: sentences

- 9. As is scheduled, the contest themed “doing things right or doing right things” is taking place in our auditorium at 2 pm.
- 10. The fair will be open to parents from 10:00 am in the gym.
- 11. Our school students will present their science projects on that day.



邀请信写作模板3

Dear _____,

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

① Knowing that you are quite fluent in _____/are fond of _____, I am writing to invite you to **participate in** _____ (活动) organized by our school.

➤ **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 The contest, **themed** “_____”, **is scheduled to take place** at/in _____ (地点) on _____ (具体时间) we will have a chance to watch _____, After _____, we will have dinner with _____, having a taste of the traditional _____ and sharing stories about the festival.

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

③ if you are interested, please **sign up** for it on the school website before _____. (再次邀请). Please **confirm your participation at your earliest convenience.** I would appreciate it if you could accept my invitation. Your presence will be highly appreciated.

Yours Sincerely / Faithfully/ Truly,



Assessment

Purpose	Have you made the purpose clear?
F r a m e 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?
A r e t h e d e t a i l s suitable?	

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.



●邀请信参考范文

Letters of Invitations (3)



邀请信范文5: (邀请美国朋友Steven参加夏令营活动)

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假定你是李华, 计划组织一个夏令营活动, **邀请**你的**美国朋友Steven**参加, 请你写一封**邀请信**, 内容包括:

- 1.参加者
- 2.时间、地点
- 3.活动内容

注意: 1. 词数80左右;

2. 可适当增加细节, 以使行文连贯。



friends and school mates

Participants

at..... weekend

Specific Time

outdoor

Place

detailed...

Activity

Para 2: Body
Arrangements ---State
The Reason For The
Invitee, Including The
Specific Time, Place
And Content Of The
Activity

strengthen relation

build up bodies

Benefits Of The Outdoor Activities

Para 2: Body
Arrangements ---
Introduce The Specific
Content Of The Activity

Specific Activities

Activity 1:

climbing mountains

Activity 2:

singing and dancing

Activity 3:

having a picnic

Activity 4:

playing games

Activity 5:

making dumplings and cakes

Activity 6:

hving fun time together

邀请信范文5: (邀请美国朋友Steven参加夏令营活动)

Writing Sample:

Dear Steven,

I am Li Hua, I would be **more than pleased to invite you sincerely** to join us in our summer camp.

Aiming to strengthen our relation and build up our bodies, **large quantities of activities are arranged**, **involving** climbing mountains and a picnic, singing and dancing, playing games, making dumplings and cakes, **having fun time** together. **As is scheduled**, the activities will take place at 8:00 a.m. next Saturday morning in the camp near our school. We can **not only** breathe fresh air **but also appreciate the gorgeous scenery** on the way.

Hoping you won't miss the joyful activities. I greatly **expect your attendance.**

Sincerely yours,

Li Hua



邀请信范文6 (邀请美国朋友Jack参加中国戏曲文化节)

假定你是李华，你的美国朋友Jack想了解中国戏曲文化，请你根据以下提示，用英语写一封邮件，邀请他参加**中国戏曲文化节**，内容包括：

1. 提出邀请并简述理由；
2. **文化节的时间、地点、内容**；
3. 期待对方**参加**。

注意：1. 词数80左右；

2. 可适当增加细节，以使行文连贯。



**Para 2: Body
Arrangements --- State
The Reason For The
Invitee, Including The
Specific Time, Place And
Contents Of The
Activities**

Time

Next Week

Place

In Our School

**Meaning Of
Chinese Opera
Culture Festival**

**A Good Opportunity
That Cannot Be Missed
To Know About Chinese
Culture**

crosstalk

playing music

singing and dancing

drama performances

classical folk music

**Varieties of Activities
during Chinese Opera
Culture Festival**

**Para 2: Body
Arrangements --Introduce
The Specific Content Of
The Activity.**

邀请信范文6 (邀请美国朋友Jack参加中国戏曲文化节)

Writing Sample:

Dear Jack,

(告知信息) I have good news for you, **Chinese Opera Culture Festival** will be held in our school next week. (写信目的, 活动时间、地点) Since you **are fond of** Chinese Opera Culture, I think this is a great opportunity **that cannot be missed**. (邀请的理由)

(中国戏曲文化节活动内容和意义) **Varieties of activities** will **be included in the festival**, such as singing, **drama performances**, crosstalk and so on. During the festival, we can not only appreciate **classical folk music** of China, but also enjoy pieces of attractive music **originally composed by** our students. I truly believe that you will **be impressed by** the Chinese Opera Culture.

I'm sure we will have a lot of fun then, looking forward to your attendance. Please **inform us of your arrival in advance** so that **early arrangements** can be made.

Yours sincerely,

Li Hua

THANKS

