

知识产权声明



感恩遇见，相互成就，本课件资料仅供您个人参考、教学使用，严禁自行在网络传播，违者依知识产权法追究法律责任。

更多教学资源请关注
公众号：潮恩高中英语



Letters of Invitations (2)

高中英语应用文写作---邀请信2

- 制作人：杭州二中 许丽君





Invitation letters



01/objectives



02/Lead in



03/Format



04/ The template



05/Assessment



06/Writing Sample

Thank You



➤ 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.





Lead in

When do you need to write letters of invitations?

- ✧ Invite to attend outdoor activities**
- ✧ Invite to join in the parties**
- ✧ Invite to take part in the recreations**
- ✧ Invite to take part in charity activities**





Invitation letters



Write Letters of Invitations to

- ◆ class reunions/family reunions
- ◆ weddings/receptions/performance





Invitation letters

- 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。

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



✦ 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。

- 1. Knowing that you are quite fluent in Chinese, I am writing to invite you to participate in the Chinese Speech Contest to be held in our school next Saturday/ on Oct. 6th.
- 知道你汉语流利, 写信来诚邀你参加下周六/10月6号我校主办的普通话演讲比赛。
- 2. Learning that you have a keen interest in..., I'm writing to extend my invitation to you to...
- 知道你对.....非常有兴趣, 写信来诚邀你.....。



✚ Part 1: Purpose of writing the letter

- 3. **On behalf of the Student Union**, I **am greatly honored to invite you** to be a judge of the English Speech Contest to be held in our school next Friday.
- 我很荣幸代表学生会邀请你在下周五我校举行的英语演讲比赛中做裁判。
- 4. **It's a pity that** you have to go back to America soon. Now I'm writing to invite you to a farewell party **to be held** for you in the Sun Club this Saturday.

很遗憾你不久要回美国。我写信邀请你参加，这周六，在阳光俱乐部我们会为你举行的一个欢送会。





✚ Part 2: Body Arrangements

【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. It is my pleasure/honor to invite you to... (Formal)
- 我非常荣幸邀请你...
- 2. On the theme of “My First Impression of China”, the contest is scheduled to take place at 6:00 pm (on January 17th) in the school lecture hall.
- 演讲比赛以我对中国的第一印象为主题，将于(1月17日)晚上6点在学校报告厅举行。
- 3. It will begin at 2 p.m. and last about two hours, during which time 15 well-prepared competitors will deliver/make their speeches.
- 将于下午两点钟开始，持续大约2小时，在此期间将会有十五位准备充分的参赛者发表演讲。





✚ Part 2: Body Arrangements

【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；

- 4. **As is scheduled**, the celebration will begin at 4 p.m. in Room 201 next Saturday.
- 根据安排, 庆祝活动将于下周六下午4点在201房间举行。
- 5. **Scheduled from** 2 to 4 p.m. next Saturday in Room 201, the celebration will be **a big feast of** the Chinese culture.
- 定于下周六下午2点至4点在201房间举行的庆祝活动将是一场中国文化的盛宴。
- 6. We'll have a big feast together, **chatting happily**.
- 我们会一起吃大餐, 快乐地闲聊。





✚ Part 2: Body Arrangements

【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；

- 7. **As for the activities**, ...can never fail to **bring laughter/make a deep impression on sb**/win applause.
● 至于活动,总会带来欢笑、留下深刻印象、赢得掌声。
- 8. **Ranging from** making zongzi **to** watching the breathtaking dragon boat race on TV, the activities will **undoubtedly** help you **gain a glimpse into/have a taste of** the unique Chinese traditions and customs.
● 从包粽子到在电视上观看激动人心的龙舟比赛，这些活动无疑会帮助你了解独特的中国传统和习俗。





✚ Part 2: Body Arrangements

【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；

- 9. **Weather permitting**, we'll watch the dragon boat race outside, **which** will surely **deepen your insight into** the Chinese culture.
- 如果天气允许，我们将在户外观看龙舟赛，这一定会加深你对中国文化的了解。
- 10. I'm sure it would **be great fun and beneficial to** your language learning.
- 我保证它会很有趣并对你的语言学习有益。
- 11. We are scheduled to gather at the school gate at 5 pm.
- 我们计划于.....在学校大门口集合



- 【篇尾句】 期待对方接受邀请并期待对方尽快回复。
- 1. Your **presence / arrival / participation** will surely/definitely **add to our enjoyment.**
- 你的出席、光临、参加必定会增添我们的欢乐。
- 2. **I would appreciate it** if you could accept our invitation.
(较正式)
- 如能接受我的邀请，我将不胜感激。



- 3. So if you are interested, please sign up for it on the school website before January 12th
- 如果你对此感兴趣，请在1月12日之前在学校网站上报名。
- 4. Your favorable reply at your earliest convenience will be highly appreciated.
- 盼望尽早回复。
- 5. Looking forward to your participation/involvement.
Wish you a great success!
- 盼望你的参与。祝你成功！





01

Useful words and expressions

Invitation letters

- ◆ healthy
- ◆ hungry
- ◆ hooked
- ◆ honor
- ◆ itch
- ◆ installation
- ◆ joy
- ◆ keen
- ◆ loyal

- ◆ love
- ◆ motivated
- ◆ marriage
- ◆ news
- ◆ occasion
- ◆ opportunity
- ◆ optimistic
- ◆ participant
- ◆ pleased

- ◆ practical
- ◆ project
- ◆ promoted
- ◆ pleasure
- ◆ proud
- ◆ postpone
- ◆ passion

Writing help: Useful phrases

Invitation letters



- ◆ invite you to
- ◆ join us/the team
- ◆ kindly respond on or before
- ◆ looking forward to seeing you
- ◆ obliged to recall/ cancel/ postpone
- ◆ on campus
- ◆ On behalf of
- ◆ on Sunday morning
- ◆ on the morning/afternoon of Oct. 1st



- ◆ on the playground
- ◆ outstanding presentation
- ◆ owing to the illness/death of
- ◆ request the pleasure of your company
- ◆ sign up for
- ◆ a whello
- ◆ keep an interest in
- ◆ did you know
- ◆ good to hear from you
- ◆ have a keen interest
- ◆ have you ever thought about



01

Invitation letters

Writing help: sentences

- 1. Please confirm by June 6 that you can attend.
- 2. Please join us for a farewell party in honor of ... , who is leaving ... to pursue other interests.
- 3. Are you free after work on Friday to join a few of us for dinner?
- 4. Horseback riding will be available; dress accordingly.
- 5. I'm pleased to invite you to acquire...
- 6. It will be so good to see you again.





02

Invitation letters

Writing help: sentences

- 7. Wish you a great success!
- 8. I urge you to consider this special invitation now.
- 9. Please join us in celebrating the marriage of sb.
- 10. The ceremony will take place at 1:30 p.m., and a reception at the house will follow.
- 11. Hearing/Knowing that you have a keen interest in ...
- 12. Hearing about sth..., I'm writing to sincerely invite you to...
- 13. It is my pleasure/honor(荣幸) to invite you to ... (Formal)

➤ 邀请信写作模板2:

Dear _____, (写信对象)

➤ Writing Purpose:

Dear _____,

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

① It is our pleasure to inform you that _____ is organizing a _____ (which is) to be held _____. The fair will be open to sb. from 10:00 am in the gym.

➤ 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 With the purpose of promoting _____, _____ is the main focus of our _____ fair. Our school students will present _____ that day. The projects will benefit sb. and various awards will be given.

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

③ Your gracious presence will be highly appreciated and looking forward to your early reply.

Respectfully yours

Li Hua





邀请信范文3: (邀请来访的美国朋友Peterson参加晚会)

假定你是李华, 你们学校学生会将为**来访的美国朋友Peterson**举办一个晚会, 邀请他参加, 请你写一封**邀请信**, 内容包括:

1. 宗旨: 欢迎来访的美国朋友
2. 时间
3. 地点
4. 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。



Assessment

Invitation letters

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?	

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.



Invitation letters

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

Time

Next Saturday

Place

Dining Hall

Participants

Families, Friends,
Relatives

playing music

singing and dancing

playing games

exchanging gifts

gathering around..

having a big feast

Activities

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



Invitation letters

Writing Sample:

Dear Peterson,

I am Li Hua, **on behalf of** our Students' Union, I am writing to invite you to **attend a big feast** together to **welcome your arrival**. The party **scheduled at** 7:00 p.m. Saturday evening, Sept 10th will be held in the Dining Hall of our school. There will be music, singing and dancing, games and **exchange of gifts**, **gathering around** the table and chatting, which will surely **bring us a lot of fun**.

It would be **highly appreciated**, if you **considerably accept my invitation**, reply to me **at your earliest convenience**.

Yours faithfully,

Li Hua





邀请信范文4 (邀请美国朋友Chris参加中国文化节)

假定你是李华，想邀请美国朋友Chris一起参加中国文化节，请给他写封邀请函，内容包括：

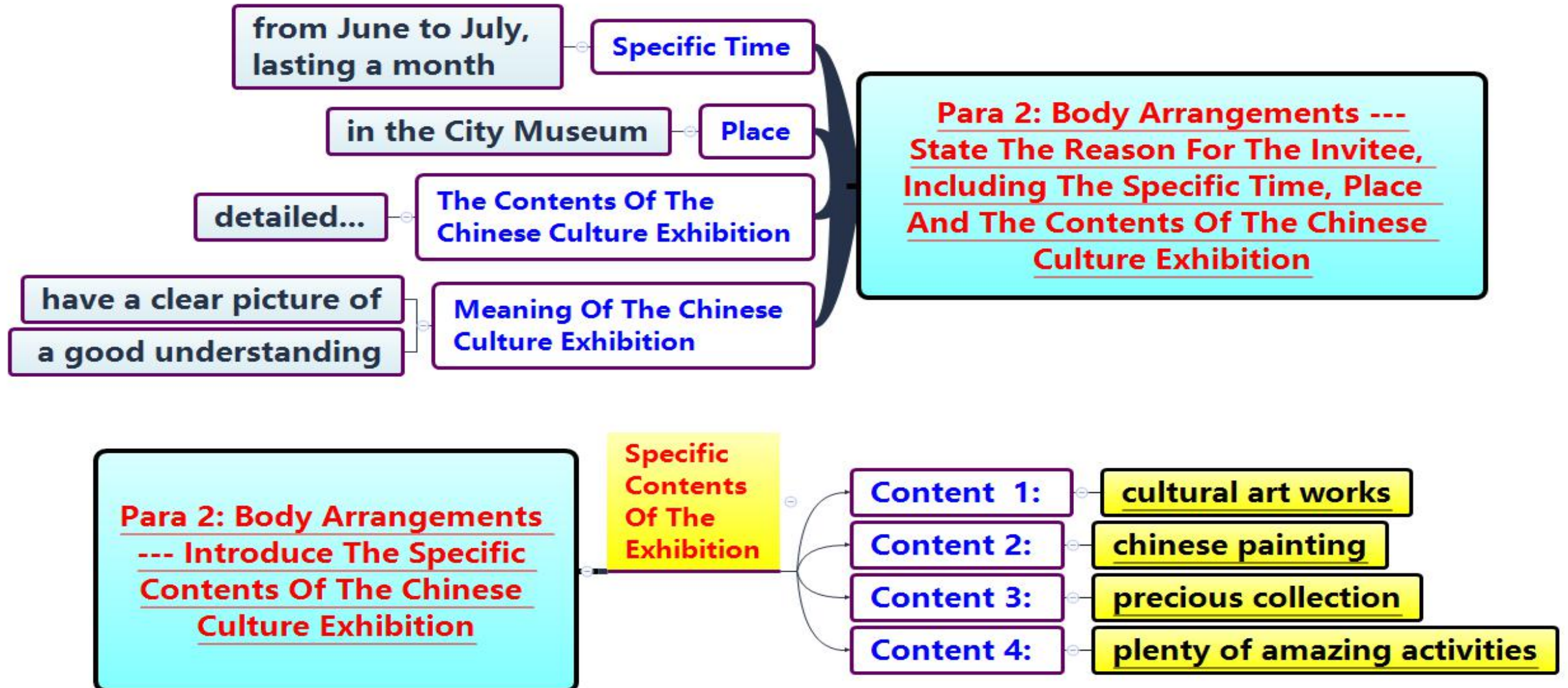
1. 展览时间
2. 展览地点
3. 展览内容

注意：1. 词数80左右；
2. 可适当增加细节，以使行文连贯。





Invitation letters





Invitation letters

Writing Sample:

Dear Chris,

（提出邀请，说明展览时间、地点）How are you going recently? The Chinese Culture exhibition will be open from June to July in the City Museum lasting a month. As far as I know, you are interested in Chinese Culture, I am delighted to invite you to participate.

（展览内容）Not only will all kinds of cultural art works and precious collection created by famous artist be on show, but plenty of amazing activities will be held, from which you can have a clear picture and a good understanding of Chinese culture.

（殷切希望）Would you please pay a visit to the exhibition with me? I'd appreciate it if you could accept my invitation.

*Faithfully yours,
Li Hua*

THANK YOU!

