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公众号：溯恩高中英语

高中英语应用文写作系列

1. 邀请函

Rainbow

What is an invitation letter?

target: to whom you are writing

An invitation letter is a type of letter written to an organization or an individual for their participation or presence in an event or an occasion. The occasion can be official or personal.

types

purpose: why you are writing

Writing tone

Because of its nature, an invitation letter is a type of request letter. It also has a persuading tone and is sometimes referred as a persuasive letter especially when the objective is to ensure a 100% attendance of the anticipated.

Invitation Letter

To whom

an individual
an organization

For what
purpose

participation or
presence in an event
or an occasion.

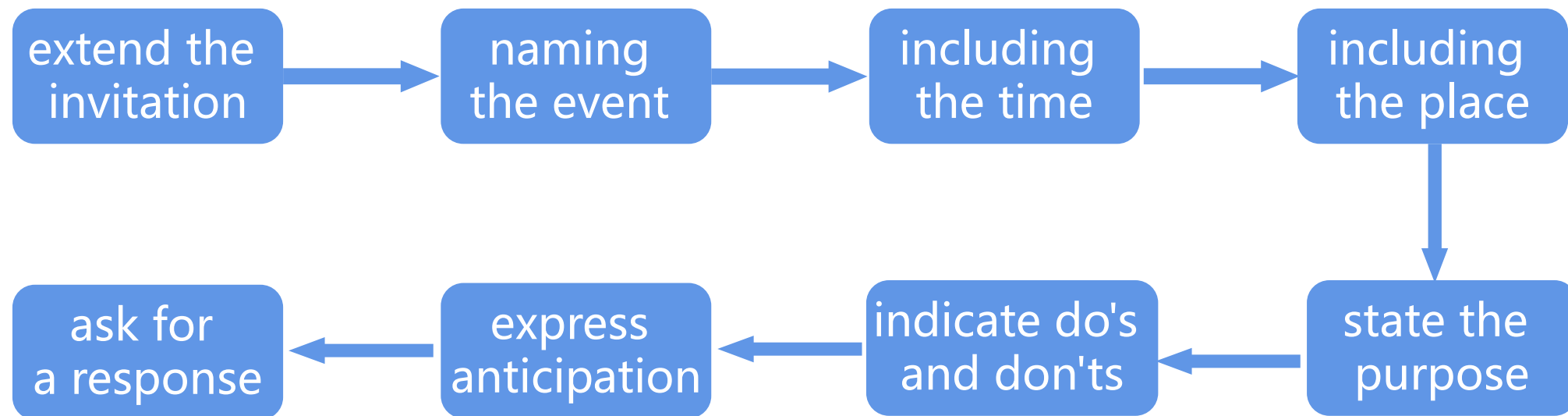
What
types

personal---informal
official ---formal

高中英语应用文写作系列

1. 邀请函

Write Your Invitation Letter Step-by-Step



Useful expressions

1 invite

- 1、 cordially invite you to
- 2、 be delighted to invite you to
- 3、 be pleased to invite you to
- 4、 be more than glad to invite you to

2 event/ occasion

- 1、 a birthday party honoring
- 2、 an exhibition to be held
- 3、 an informal get-together for...
- 4、 a speech contest scheduled on...

3 anticipation

- 1、 join us in...
- 2、 would be very happy if you could
- 3、 don't miss out on the fun
- 4、 anxiously await your response

关于邀请函中的RSVP

RSVP is an abbreviation for "répondez s'il vous plaît," which means "please reply." It is written on the bottom of a card inviting you to a party or special occasion. 敬请赐复 [正式]

e.g. We look forward to sharing a delightful time together. Please R.S.V.P. by May 15.

e.g. We eagerly await your response. Please R.S.V.P. by June 1.

e.g. We hope you will join us. Please R.S.V.P. by calling 555-5555 before May 30.

Example Letter #1

We're going to **throw a party** on Saturday, June 15, to celebrate John's fiftieth birthday with a splash! **Bring your swimsuits** to Robert's place by 5:00 p.m. and plan to have a great time. Of course, **dress will be casual**. Please **RSVP** regrets only by June 12 so we can plan accordingly. We hope to see you there.

Example Letter #2

We **cordially invite** you to **attend an informal dinner** in honor of John Doe's fiftieth birthday. We will celebrate the occasion at his home at 6:30 p.m. at 648 Maple Lane.

Please **dress casually**. We request **only the pleasure of your company** so please, **no gifts**.

We look forward to receiving your R.S.V.P. by telephone at 555-5555 by February 26.