

# A Welcome Letter



台州市第一中学 周 媚  
台州市第一中学 陈泓静

# sample letters of welcome

On behalf of the school's Student Union, I heartily welcome you to our school.

In the coming week, you are scheduled to explore more about the splendid Chinese culture through some specific classes and co-curricular activities. Being a country of great traditions, its cooking skills are outstanding. Hence, we'll arrange for you to learn some Chinese cooking skills. Meanwhile, a competition organized at the end will allow you to display how skilled you are at using chopsticks.

I highly encourage you to get involved and have an enjoyable stay in China.

It's a great opportunity for me to welcome you as a guide during these days.

For your stay in Ningbo, I'll arrange for you to visit some of the most famous places of interest here, like Tianyi Square, Tianyi Pavilion and Dongqian Lake. Meanwhile, I'll also take you to taste some of the delicious local food. I bet you'll have a most enjoyable week.

Would you please tell me some information about your flight so that I can pick you up at the airport? Looking forward to seeing you again.



**The first paragraph must be a welcome; one that reveals your excitement of the person's arrival.**



**Build the body of the letter with 3 or more points.**



**Don't forget to express your sincere wishes.**



**Be brief and expressive without being overly dramatic.**

假如你是李华，得知在疫情得到控制之际，本市大力恢复旅游行业。你作为志愿者给所有游客写一封信，要点如下：

1. 表示欢迎；——→ 欢迎信 ←
2. 介绍本地风景、文化等；
3. 提醒游客们依然要注意防控。


第二人称：you

Dear Sir or Madam/distinguished visitors/travellers/tourists,  
Part 1: state background & express your welcome(purpose)  
Part 2: introduce sights and culture & remind of prevention  
Part 3: show your wish

Yours truly,  
Li Hua



## *Part 1 : express “welcome”*

1. I'm writing to warmly/ cordially / sincerely/ heartily welcome (v.) you to our city.
  2. On behalf of our city, I'd like to extend express/convey my heartfelt /warmest welcome (n.) to you.
  3. You are warmly welcome (adj.) to our city.
  4. Welcome (adj.) to our city! We are delighted/pleased to see you as a guest.
  5. We are proud that you have chosen our city as your priority.
- 

## Part 1 : state background+purpose

I'm writing to express our welcome to you--all the visitors--to our city. As the epidemic has been under control, our city, aiming at restoring the tourism (恢复旅游业), has reopened many scenic spots. (金烨)

Since the epidemic has been contained, I'd like to extend my warm and sincere welcome to you. Your arrival is certain to help boost tourism (促进旅游业) in our city. (陈博)

I'd like to convey my sincerest welcome to you on behalf of all the volunteers. I hope you can have fun to the fullest after the epidemic has been controlled and the tourism industry has been resumed (已被恢复). (李奕臻)

Epidemic controlled, tourism is now making a quick recovery (正在快速恢复中). Accordingly, you're now warmly welcome to our city. (余定睿)

## Part 2 : introduce sights+culture

First and foremost, you will gain a feast for eyes with satisfaction while visiting Taizhou as there are various scenic spots for you to select. What's more, Taizhou is also a good place to experience the culture of historical accumulation.

(林曦)

Taizhou is a historical city where you can enjoy the amazing ocean, taste delicious seafood and visit the Linhai Great Wall. Additionally, there are a lot of unique cultural heritages such as Taizhou Luntan, which is known as a wonderful feast for eyes and ears.

(俞心瑶)

Speaking of the well-known tourist spots of Taizhou City, Shenxianju is a must-go, which is prestigious for its enchanting mountain view. Besides, Ziyang Old Street is also well worth visiting for the cultural traditions related to it.

(王一鸣)

It is superb landscape and distinctive customs that make Taizhou a remarkable city. One of the most attractive spots is Baiyun mountain, from where you will have a stunning bird view of the whole city. Standing in the center is Harmony park ,whose cultural atmosphere may leave you a deep impression. In brief, you will be drowned in various charming sights.

(张鱼米)

Shengxianju is recommended to those who is desperate for fresh air and picturesque scenery . Moreover, the historical and traditional culture based on the War of Liberation is also popular.

(洪宇琪)



## Part 2 : introduce more points

**Moreover**, Taizhou is widely known for its delicious **snacks**, let alone tasty fried shrimps and shibingtong. (王铭基)

**Besides**, Taizhou is also located by sea, which makes it possible for you to have a **seafood** feast. (陈沂璟)

**What's more**, it's generally acknowledged that Taizhou is famous for its **seafood**. Never will you forget its charm once you taste it. (陈杰)

**By the way**, the people here will also definitely impress you with their **kindness and hospitality**. (胡彦哲)





## *Part 2 : use advanced phrases*

picturesque scenery/gorgeous landscape/attractive places of interest



offer a feast for eyes and broaden one's horizons

enjoy the beautiful nature and refresh one's spirits

ancient architecture/ magnificent museums/ historical heritage



provide an important platform for cultural learning

act as easy access to profound and splendid cultural relics

have a better command of Taizhou conventional culture

harmonious atmosphere /hospitable people...



feel the vigorous charm of the city and kindness from local people



## Part 2 : remind visitors

However, it's still sensible to pay attention to precautions in case of the rebound of epidemic. (徐伟强)

Furthermore, please never forget to wear masks and keep a safe distance from each other during your stay in our city. (陈奕凯)

In addition, due to the incompletely contained epidemic situation, please don't forget to protect yourself. (陶越越)

More importantly, you'd better attach great importance to the prevention measures, like wearing masks and keeping away from others. (林一)

Last but not least, I remind you to treat the epidemic seriously, which means that you still need to take preparatory measures. (林浩)

## Part 3 : convey wishes

1. Hopefully, you can enjoy your stay here. (应昂蔚)
2. I sincerely hope you'll have a pleasant visit in Taizhou. (虫虫)
3. Wish you an delightful/enjoyable and unforgettable trip here. (国王)
4. I bet you'll have a most enjoyable time/have fun here. (芊语)
5. Don't miss the opportunity to enjoy yourself in Taizhou. (王文杰)



## Para 1: welcome and background

Dear all the visitors.

Welcome to Taizhou, a scenic city with a long history and profound cultural accumulation. (杨洪云, 王梦婷, 王俊哲) Since the epidemic has been contained, Taizhou starts to vigorously revive the tourism industry with a series of policies (章树逸, 王梦婷)

## Para 2: sights

In Taizhou, I'm sure you'll lose yourselves in the incredibly picturesque landscape. Here lies Linhai Great Wall like a huge dragon, which allows you to sense the vicissitudes of history. What's more, imagine that as you take walks on the antique streets and the beauty of south watery region will infiltrate into your heart. (尹沁予, 王梦婷, 周逸鹏)

## Para 3: culture

Besides, as the holy land of harmony, Taizhou is pregnant with traditional culture and Chinese spirits. For example, you can learn the legends which Chinese warriors left during the war of liberation and if you want to relax, Taizhou Luantan considered as the great folk cultural heritage will be a good choice (章树逸, 周逸鹏)

## Para 4: more points

In addition, how can you miss the delicious local food such as fresh seafood and Maci? Once you taste it, never will you forget it (尹沁予, 金轩)

## Para 5: conclusion

Obviously, Taizhou's beauty is too much to write all of it down. (叶鑫宇) If you want to experience more, please don't hesitate to come here and enjoy yourselves. Believe in me, Taizhou won't fail to live up to your expectation (周逸鹏)

## Para 6: precaution

Last but certainly not least, it's still of great significance to pay attention to the precautions. For instance, don't forget to wear masks

## Para 7: wish

I'm looking forward to your arrival (杨洪云) (叶丁铎, 种前皓)

Yours,  
Li Hua

too long

too complicated

--bad impression

divide one word

into improper

two parts

How to make it  
brief, practical and  
understandable?



开头要简洁

Dear all the visitors,

Welcome to Taizhou, a scenic city with a long history and profound cultural accumulation. (杨淇云, 王梦婷, 王俊哲) Since the epidemic has been contained, Taizhou starts to vigorously revive the tourism industry with a series of policies (章树逸, 王梦婷)

改: 独立主格结构, 作状语放句首。

where

Dear visitors,

Epidemic contained, welcome to Taizhou, a scenic city with a long history, where you'll be lost in the incredibly picturesque landscape. The Great Wall in Linhai, like a huge dragon, winds its way from east to west. As well, in Jiaojiang, Haimen ancient street is lined with shops of all kinds, in which you can buy varieties of local souvenirs.

In Taizhou, I'm sure you'll lose yourselves in the incredibly picturesque landscape. Here lies Linhai Great Wall like a huge dragon, which allows you to sense the vicissitudes of history. What's more, imagine that at you take walks on the antique streets and the beauty of south watery region will infiltrate into your heart. (尹沁予, 王梦婷, 周逸鹏)

改: 用where引导定语从句连接上文

改: wind its way

本部分要点: 强调风景点

补充: 老街的特色是什么?

Besides, ~~as the holy land of harmony~~. Taizhou is pregnant with traditional culture and ~~Chinese spirits~~. For example, you can learn the legends 改: about warriors which Chinese warriors left during the war of liberation, and if you want to relax, Taizhou Luantan 改: 表对比 considered as the great folk cultural heritage 关注标点符号 will be a good choice (章树逸, 周逸鹏).

Besides, Taizhou **is pregnant with** traditional culture. For example, you can learn lots of legends about warriors during the war of liberation. **While** for relaxation, Taizhou Luantan, **considered as** the great folk cultural heritage, will be a good choice. In addition, how can you miss the delicious local food such as seafood and maci? **Once you taste it, never will you forget it.**

In addition, how can you miss the delicious local food such as fresh seafood and Maci? 这段很好, 倒装句加分 Once you taste it, never will you forget it (尹心于 金轩).

therefore

(Obviously, Taizhou's beauty is too much to write all of it down. If you  
改: 承上启下的连词) please don't hesitate to come here and enjoy yourselves. Believe in me. Taizhou won't fail to live up to your expectation (周逸)

Last but certainly not least, it's still of great significance to pay attention to the precautions. For instance, don't forget to wear masks

I'm looking forward to your arrival (杨淇云) (叶丁铎 种俞皓)  
补充: wish  
Yours,  
Li Hua

Therefore, please don't hesitate to come here. Believe in me. Taizhou **won't fail to live up to your expectation.**

**Last but certainly not least,** it's still **of great significance** to pay attention to the precautions. For instance, don't forget to wear masks.

Looking forward to your arrival and I bet you will have an enjoyable time.



Dear visitors,

Epidemic contained, welcome to Taizhou, a city with a long history, where you'll be lost in the incredibly picturesque **The Great Wall in Linhai, like a huge dragon, winds its way from east to west.** As well, **in Jiaojiang, Haimen ancient street is lined with shops of all kinds, in which you can buy varieties of local souvenirs.**

Besides, Taizhou is pregnant with traditional culture. **For example, you can learn lots of legends about warriors during the war of liberation.** For relaxation, Taizhou Luantan, considered as the great folk cultural heritage, will be a good choice. In addition, how can you miss delicious local food such as seafood and maci? Once you taste it, never will you forget it. **Therefore, please don't hesitate to come here. Believe in me. Taizhou won't fail to live up to your expectation.**

Finally not least, it's still of great significance to pay attention to the prevention of the epidemic. **For instance, don't forget to wear masks.**

**Looking forward to your arrival and I bet you will have an enjoyable time.**

Yours sincerely,  
Li Hua

(184 words)



## *Writing sample 1*

Dear visitors,

Epidemic contained, welcome to Taizhou, a scenic city with a long history, where you'll be lost in the incredibly picturesque landscape. The Great Wall in Linhai, like a huge dragon, winds its way from east to west.

Besides, Taizhou is pregnant with traditional culture. For example, Taizhou Luantan, considered as the great cultural heritage, will be a good choice for relaxation. In addition, how can you miss the delicious local food such as seafood and maci? Once you taste it, never will you forget it.

Last but certainly not least, it's still of great significance to wear masks outdoors.

I bet you will have an enjoyable time.

**(99 words)**

Yours sincerely,  
Li Hua

Dear tourists

On behalf of all the volunteers, please allow me to accord you our hearty welcome for your presence in our city.

Taizhou, a city with a long history, has many scenic spots worth a visit. Among all of them, I recommend Taizhou Museum, which provides you with a wide diversity of local culture and customs. What's more, while climbing up Tiantai Mountain, you'll be amazed by the fresh air and the dense forests which provides a chance to relax your mind. However, owing to the epidemic situation, it's still significant for you to take necessary protection for your safety.

Wish you an enjoyable stay in our city.

Yours,  
Li Hua

罗一志, 柳星亦, 范思齐, 陈昱臻

## Advantages:

1. correct structure
2. advanced phrases and sentences
3. good handwriting

## Improvement:

1. lack of background
2. accord--show  
presence--arrival
3. add one more point

19分



## *Writing sample 2*

Dear tourists,

On behalf of all the volunteers, please allow me to show you our hearty welcome for your arrival in our city after the epidemic is nearly controlled.

Taizhou, a city with a long history, has many scenic spots worth a visit. Among all of them, I recommend Taizhou Museum, which provides you with a wide diversity of local culture and customs. What's more, while climbing up Tiantai Mountain, you'll be amazed by the fresh air and the dense forests, which provides a chance to relax your mind. Then, how about tasting some special local food such as maixia?

By the way, owing to the present situation, it's still significant for you to take necessary protection for your safety.

Wish you an enjoyable stay in our city.

Yours,  
Li Hua

## Writing sample 3

Dear tourists,

As the COVID-19 is under basic control in Taizhou, it's suitable (suit) to travel around and enjoy scenery. Now let me express my warm welcome to you all and give a brief introduction (introduce).

Taizhou is a city with many places of interest. After climbing (climb) up Baiyun mountain, you can not only breathe fresh air freely (free), but overlook the whole city. In Haimen old street, you can appreciate what the city used to be as well as traditional food. But during your trip, keep cautious for the possible risk of getting infected (infect) with the corona virus. If you have suspicious symptoms, please tell me and quarantine yourself (you) as soon as possible.

I hope you can stay safe and have a pleasant trip here.

Yours,  
Li Hua


## Writing sample 4



Dear Sir or Madam,

As the COVID-19 is becoming better contained, it's much safer to take a trip. Thus, you are warmly welcome to travel in our city, Taizhou. Located in the southern part of Zhejiang Province, Taizhou is a favorably-situated city, which is the home to fish and rice, where you can taste the best seafood and specialties. Seeing the winding rivers and lofty mountains as well as enjoying the gentle breeze and glowing sunshine here can lessen your depression from quarantine at home. Taizhou also boasts a wonderful glass carving museum, which can not only broaden your horizons but also help you get a better understanding of our local culture. However, it's still highly recommended that you should wear your masks to prevent virus exposure.

Looking forward to your visiting.



Yours,  
Li Hua



# THANK YOU

DESIGNED BY SLIVA