

## ➤ 高中英语应用文写作---邀请信导学案 2

### Letters of Invitations (2)

#### ➤ 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

#### ➤ Write Letters of Invitations to

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

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*

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#### Writing preparations

##### ✚ 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. 6<sup>th</sup>.

- 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……。
- 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

(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. **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 17<sup>th</sup>) 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。
- 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。
- 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。
- 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
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#### ✦ Part 3: Ending

- 【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 12<sup>th</sup>
- 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！

#### Useful words and expressions

◆ healthy	◆ love	◆ practical
◆ hungry	◆ motivated	◆ project
◆ hooked	◆ marriage	◆ promoted
◆ honor	◆ news	◆ pleasure
◆ itch	◆ occasion	◆ proud
◆ installation	◆ opportunity	◆ postpone
◆ joy	◆ optimistic	◆ passion
◆ keen	◆ participant	
◆ loyal	◆ pleased	

#### Writing help: Useful phrases

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

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

**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.

<b>Purpose</b>	Have you made the purpose clear?
<b>Frame structure</b>	Does the frame structure conform to the requirements?
<b>Language</b>	Are the sentences concise and accurate? Have you used the proper punctuation, words, sentences and paragraphs to convey yourself?
<b>Content</b>	Have you included all the points of view?
<b>Are the details suitable?</b>	

应用文写作一 邀请信

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, 以使行文连贯。

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 10<sup>th</sup> 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 参加中国文化展)

假定你是李华, 想邀请美国朋友 Chris 一起参加中国文化展, 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。

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