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公众号：溯恩高中英语

高中英语应用文写作---邀请信1

Letters of Invitations (1)

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➤ 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



Lead in

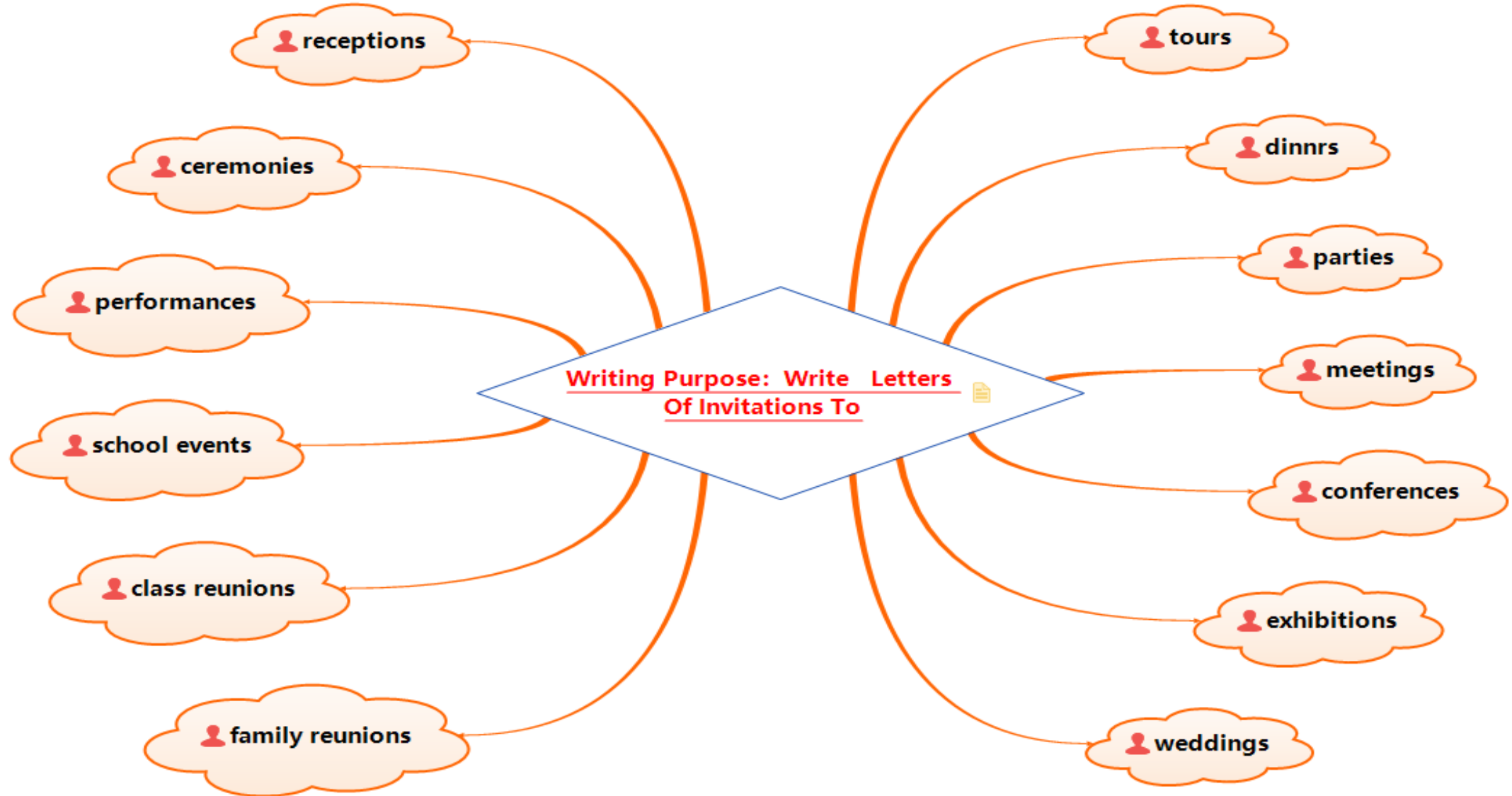
When do you need to write letters of invitations?

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





Lead in





Write Letters of
Invitations to



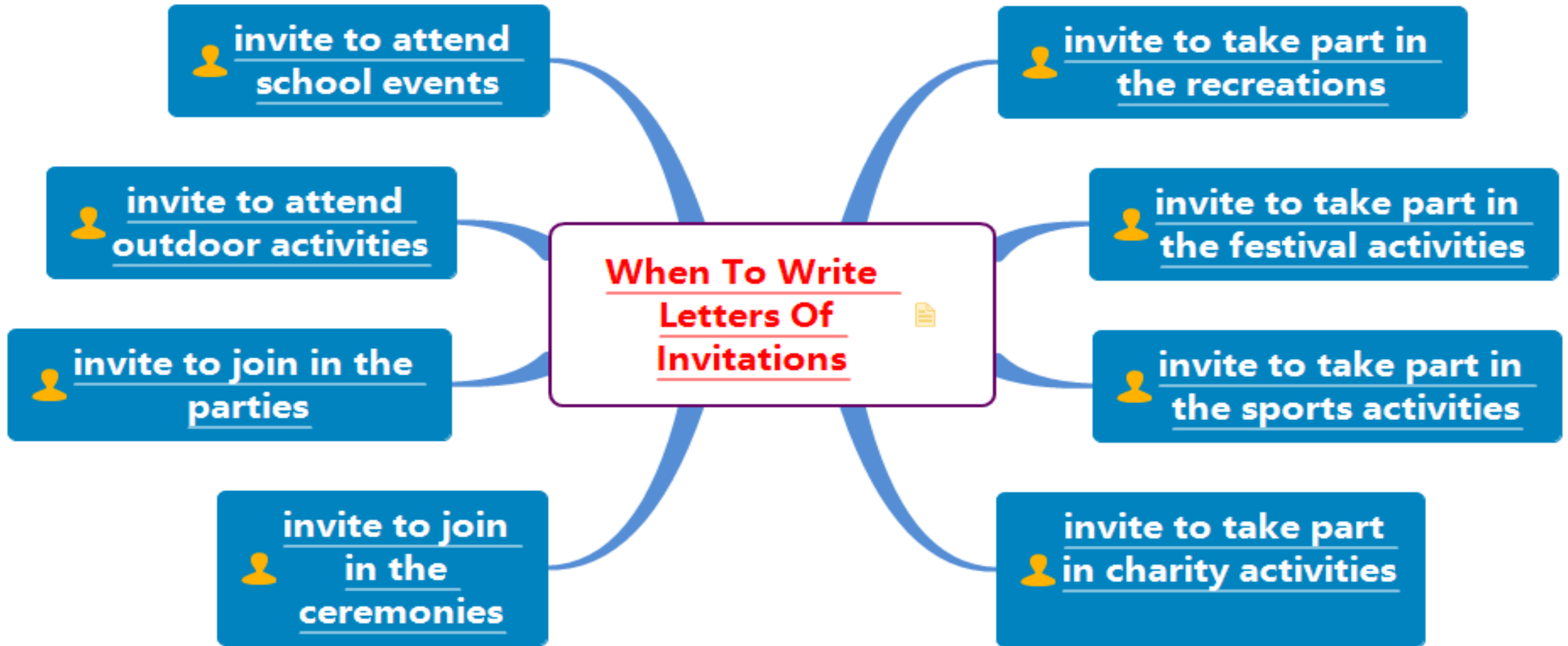
Write Letters of Invitations to

- ◆ tours/dinners/parties
- ◆ meetings/conferences/exhibitions
- ◆ school events/ceremonies





Write Letters of Invitations to





Letters of Invitations



Letters of Invitations

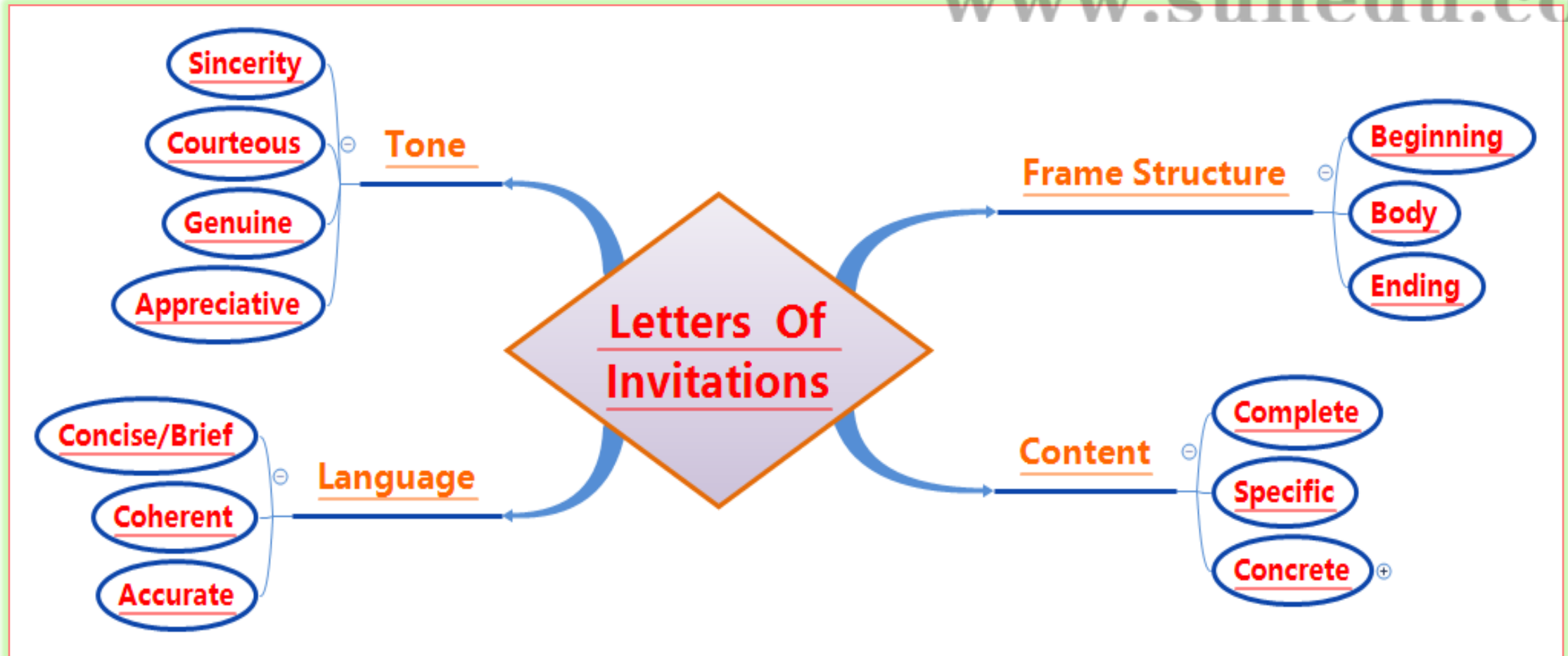
- 内容完整 content
- 结构清晰 Format
- 语言精确 language
- 交际得体 tone





Letters of Invitations

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Thank You

✚ Format/Frame structure 邀请信写作框架

✚ Letters of Invitations-Readers-based

Part 1: **Beginning** - Purpose of writing the letter

Part 2: **Body Arrangements**

Part 3: **Ending**

Part 3: **Ending**

Part 5: **Body Arrangements**



✚ Format/Frame structure 邀请信写作框架

✚ 邀请信具有简短、热情的特点，信件格式为：

三段式结构Structure:

第一段：说明与收信人的相关性与写作意图，简要说明活动，并邀请对方；

第二段：介绍活动具体内容，并说明受邀人参加的理由；包括活动的具体时间、地点和内容；

第三段：表示期待对方接受邀请并致谢。



✚ Format/Frame structure 邀请信写作框架

✚ 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

_____ 

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。

- You have an itch for
- You have a burning desire for
- You have an overwhelmingly strong desire for
- You have a strong /burning passion for
- You develop a profound love for.....
- You are exceedingly enthusiastic about.....
- You are fully fascinated by.....
- You are surprisingly keen on
- You are passionately fond of.....
- You are unusually spellbound with
- You are incredibly hungry / thirsty for
- You are deeply hooked on



Writing preparations

•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； Natural transitions

to begin with, as for, In addition , Therefore, as well, to be frank, what's more, meanwhile, undoubtedly...

The content must be complete and concrete, the language be concise, accurate and coherent, the attitude and tone be courteous and genuine. (描述准确精炼，言简意赅，语气诚恳);

1. 要点2C原则: Complete and concrete

2. 语言3C 原则: conciseness; courtesy; coherence

Suitable Details?

Speak clearly, and in courtesy (语言简洁，有礼貌)

Express your gratitude in an enthusiastic way



Part 3: Ending

(3) 【篇尾句】篇尾表达期待朋友的回复，期待对方接受邀请。

1. Let me know...

2. Please drop me a line... (给我留言)

3. Thanks for your favorable consideration.

4. I am looking forward to your favorable reply at your earliest convenience.

5. I would be grateful / thankful / appreciative if you could accept my invitation.



Part 3: Ending

6.It would be highly appreciated if you could come.

7.Looking forward to your earliest reply!

8.We are sincerely looking forward to your coming with great pleasure.

9.We are anticipating your participation in the party.

10.Please confirm your participation/presence at your earliest convenience. (Formal)



Part 3: Ending

11. If you can participate in the visit, we will be more than glad.

12. You are earnestly/surely expected to be present if it is convenient.

13. Hopefully, you won't decline my invitation if you are available, will you?

14. The favor of your presence is cordially requested at the opening ceremony.

15. Could you spare some time from your busy schedule to share the special moment with us?



Useful words and expressions

01

- ◆ activities
- ◆ affectionately
- ◆ attend
- ◆ attendance
- ◆ announce
- ◆ acknowledge
- ◆ balanced
- ◆ busy
- ◆ bless

02

- ◆ breathtaking
- ◆ celebrate
- ◆ ceremony
- ◆ congratulations
- ◆ cancel
- ◆ celebration
- ◆ desire
- ◆ debut(初次登台, 首次亮相)
- ◆ events

03

- ◆ enthusiastic
- ◆ flavor
- ◆ fond
- ◆ funny
- ◆ friendship
- ◆ fascinated
- ◆ goings-on
- ◆ happy
- ◆ happiness



Writing help: Useful phrases



- ◆ accept with pleasure
- ◆ as for activities
- ◆ attend the concert
- ◆ at 9:00 am next Saturday
- ◆ at the foot/ top of the hill
- ◆ be our guest
- ◆ be scheduled to
- ◆ be involved in...
- ◆ bring laughter
- ◆ bring a guest
- ◆ chatting casually(随意)



- ◆ cordially invite you to
- ◆ drop me a line
- ◆ during which time
- ◆ extend my invitation to
you to do...
- ◆ family gathering
- ◆ well suited for
- ◆ have the honor of inviting
- ◆ having a taste of
- ◆ in celebration of
- ◆ in honor of
- ◆ involvement





Writing help: sentences

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1. A party is coming. /(With a party approaching / drawing near,) I would like to invite you to participate in it in the flesh. (with+O+C)
2. A grand party will be held/A grand party to be held, I feel it a privilege to extend an invitation to you. (独立主格结构)
3. Knowing /Informed of the exciting news that a party is to be held, (非谓语+同位语) I can't wait to invite you to participate in it.
4. So meaningful is the party that I am eager to share with you. Therefore, I am inclined to invite you to join. (倒装)
5. You are invited to a special evening showing of our new line. (被动结构)





✚ Writing help: sentences

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6. Our school students will present their science projects on that day.
7. As for activities, setting off fireworks and going to the temple fair never fail to bring laughter
8. I suppose the splendid Spring Festival Gala will also be your cup of tea.
9. The projects are graded by our teachers and various awards will be given.
10. It couldn't be better if you could offer us some valuable advice on learning English at the end of it.





➤ 邀请信写作模板1:

➤ Writing Purpose:

Dear _____,

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

① How's everything with you? I'm writing to tell you that there will be a _____ (活动) at/in _____ (地点) on _____ (时间). **I wonder if** you'd like to go with me (发出邀请).

➤ **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 **It is scheduled that** the activity will start at _____ (具体时间). This will be followed by a _____ (进一步的安排). At around _____ (时间), _____ (另一个安排).

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

③ If you are interested in it, let me know. Hope to meet you at the _____./I really hope you can make it (再次邀请). My phone number is _____ (电话号码). Looking forward to your involvement. Wish you a great success!

Yours Sincerely / Faithfully/ Truly,



Assessment

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.





三、参考范文

邀请信范文1：（2017年6月全国卷3高考应用文真题：**邀请加入校乒乓球队**）

第一节 应用文写作（满分15分）

假定你是李华，你所在的校乒乓球队正在**招收新队员**，请给你的留学生朋友Eric写封邮件**邀请他加入**，内容包括：

1. 球队活动；
2. 报名方式及截止日期；

注意：1. 词数80左右；

2. 可适当增加细节，以使行为连贯。





Writing help: structure and content

sign on the web

Registration(报名方式)

before.....

Deadline/Closing Date

physically healthy

Benefit Of Playing Ping-Pong 1

mentally relaxed

Benefit Of Playing Ping-Pong 2

protect our eyes

Benefit Of Playing Ping-Pong 3

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

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

Specific
Activities

Activity 1:

practising regularly

Activity 2:

learn from other teams

Activity 3:

dividing the members into groups

Activity 4:

inviting experienced players



Writing Sample:

Dear Eric,

How is everything going? I'm Li Hua, I'm happy to invite you to join the Ping-Pong team in our school. I know you are very interested in playing Ping-Pong, which is regarded as the National Ball Sport of China and enjoys great popularity. As for the practice in our school's table tennis team, here is something about it.

Athletes from our team have won many gold medals of the contests in recent years and we benefit a lot from playing Ping-Pong. Members of the team have regular training on every Friday afternoon from 3:30 pm to 5:00 pm. If you want to apply for membership, please sign up on our school website or send an email to pingpong@hotmail.com. The deadline is June 28th.

I'm looking forward to your arrival and joining us in the near future.

*Yours faithfully,
Li Hua*



邀请信范文2: (邀请参加端午节 the Dragon Boat Festival 庆祝活动)

假定你是李华, 你们社区将举行端午节 (the Dragon Boat Festival) 庆祝活动, 请你给外教Lucy写封信盛情邀请她参加, 内容包括:

1. 写信意图;
2. 活动时间和地点;
3. 活动内容。

注意: 1. 词数80左右;

2. 可适当增加细节, 以使行为连贯。



注意: 1. 词数 80 左右; 2. 可

典型的
Chinglish

时态和语态
运用有误

活动描述
过于简单

句意表达
太过简洁

句与句之间
衔接不到位

活动的具体安
排不够详尽

Dear Lucy,

I hope this mail looks you well. Our class will held the Dragon Boat Festival. I'm writing to invite you to our activity.

Our party will be held in the ... day. In the event, we will introduce the origin of ... Besides, we can ... Can see many customs about Chinese traditional festivals.

You presence will surely add to our enjoyment. Looking forward to your earliest reply!

Yours,
LiHua

邀请信2: (邀请参加端午节 the Dragon Boat Festival 庆祝活动)

此学生写的应用文首句典型的**Chinglish**, 时态和语态运用有误, 活动描述过于简单, 句与句之间衔接不到位, 活动的具体安排不够详尽, 句意表达太过简洁。





✚ Writing help: structure and content

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

Time

next...

place

Room ...

celebration

experiences

making zongzi

dragon boat race

watching performances

experience Chinese culture

Activities

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





Writing Sample:

Dear Lucy,

I'm writing to invite you to participate in the celebration of the Dragon Boat Festival in our class.

As is scheduled, the celebration will begin at 2 pm. next Saturday in Room 201, which will be a feast of the Chinese culture. There will be several activities, ranging from making zongzi to watching the stimulating dragon boat race on TV. If you will get actively involved in it, you will surely have a taste of typical Chinese culture and customs. And your arrival will undoubtedly add to our joy.

Your favorable reply at your earliest convenience will be highly appreciated. Looking forward to your involvement.

*Yours faithfully,
Li Hua*



THANK YOU!

