

应用文话题系列课 复习笔记

邀请信 Invitation Letter

1. 写作技巧介绍

共情能力 (empathy)

共情能力，就是感受他人情绪的能力。共情又被称为“同理心”，指的是一种能设身处地体验他人处境，从而达到感受和理解他人情感的能力。

2. 高考真题解析

真题一：【2017 年 11 月浙江省英语高考应用文写作】

假定你是李华，得知外教 Mr. Hall 寒假不回国，想邀请他到你家过春节。请给他写一封信，

内容：①时间 ②一同过节的家人 ③活动

注意：① 词数 80 左右 ②可以适当增加细节，以使行文连贯

What activities will attract me to participate? - Who is the person you are inviting?
How old is he?

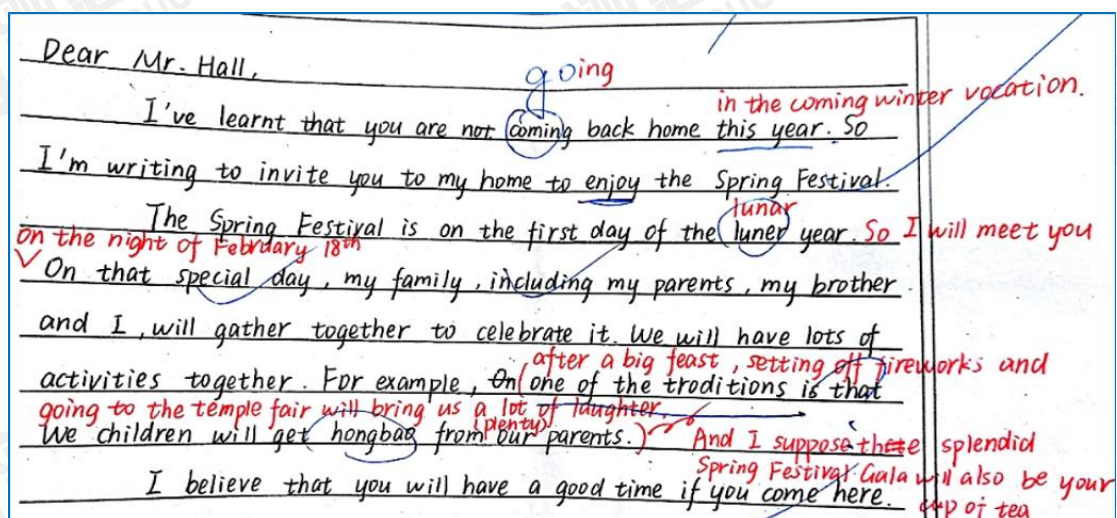
- Young? seeing films/playing computer games/singing and dancing

- Old? making dumplings/red paper cutting/taste local flavor snacks/family reunion dinner/go to the temple fair/set off fireworks

Students' Writing - Is the event planned for you or the guests?

If anybody doubts or looks down upon me..., that will be driving force.--Michael Jordan

建议打印使用



Dear Mr. Hall,

I've learnt that you are not going back home in the coming winter vacation, so I am writing to invite you to my home to enjoy the spring festival.

The spring festival is on the first day of the lunar year, so I will meet you on the night of February 18th. On that special day, my family, including my parents, my brother, and I will gather together to celebrate it. We will have lots of activities together. For example, after a big feast, setting off fireworks and going to the temple fair will bring us a lot of laughter. We children will get Red Pockets from our parents. I suppose splendid spring festival would also be your cup of tea.

I believe that you will have a good time if you come here.

Quick Exercise - Is the invitation formal or informal?

The writer, Li Hua, can invite the recipient, Mr. Hall, a foreign teacher, to his/her home for the Spring Festival. Characters should be positioned as a teacher and a friend, between the elders and friends.

"Hello Mr. Hall, I'm Li Hua, one of your students" - **too informal**

"It is privileged/my honor to invite..." - **too formal**

"Earnestly anticipating your reply" - **too formal**

真题二：【2017 年 6 月浙江省英语高考应用文写作】

假定你是李华，计划组织一次郊游，请给你的英国朋友 Chris 写封邮件邀请他参加。

内容：①参与者 ②时间、地点 ③活动：登山、野餐等

注意：①词数 80 左右 ②可以适当增加细节，以使行文连贯

How to make your invitation sincere?

Inviter's thoughtful consideration and detailed plan based on the invitee's situation will highlight the sincere invitation.

Original Writing Sample

I'm writing to invite you to join us in climbing the Fragrant Hill this Saturday.

We are scheduled to gather at the school gate and set out by bus at 8:00 am sharp. After climbing to the top of the hill, we will enjoy our picnic lunch there. At about 2:00 pm, we will take another path down the hill. Meanwhile, you may equip yourself with a camera to capture pleasant moments and the beautiful scenery.

Up till now, 6 boys and 5 girls have joined the team. Looking forward to your involvement.

文章解析：

Specific Details - Where When How How long Who What

I'm writing to invite you to join us in climbing the Fragrant Hill this Saturday.

We are scheduled to gather at the school gate and set out by bus at 8:00 am sharp. After climbing to the top of the hill, we will enjoy our picnic lunch there. At about 2:00 pm, we will take another path down the hill. Meanwhile, you may equip yourself with a camera to capture pleasant moments and the beautiful scenery.

Up till now, 6 boys and 5 girls have joined the team. Looking forward to your involvement.

Edited version

Dear Mr. Hall,

Hearing about your schedule to stay in China in the coming winter vacation, I'm writing to extend my sincere invitation to you to spend the Spring Festival with my family.

Our family gathering, to be held on the night of February 18th, means cosy reunion for us, including my grandparents, uncles and aunts with their kids. We'll have a big casual feast together. As for activities, setting off fireworks and going to the temple fair never fail to bring laughter. I suppose the splendid Spring Festival Gala will also be your cup of tea.

Never deprive yourself of such simple pleasures! Looking forward to your early reply.

Yours genuinely, Li Hua

文章解析：

内容要点：该生严格按照题目要求，抓住主要点“时间，家人和春节活动”，在次要点上合理拓展，如“including my grandparents, uncles and aunts with their kids”介绍家人；如“big feast, fireworks, the temple fair, the Spring Festival Gala”等活动安排，都是详略得当，层次分明，且字数控制得很好。

活动安排：“have a big feast together, setting off fireworks and going to the temple fair, the splendid Spring Festival Gala (团年饭、放炮仗、逛庙会、看春晚)”都是中国春节的传统特色活动，对老外有抵挡不住的吸引力，同时也体现了邀请者精心的考虑和缜密的策划，从而凸显真诚的邀约。

语言特色：“schedule, extend my sincere invitation, cosy reunion, a big feast, chatting casually”都是大纲词汇，而且使用精准，表达到位，妥贴清晰，容易理解，符合交际。

语气：该生在信件开头就表明写信目的，开门见山，“Hearing your schedule to..., I'm writing to...”简单亲切，亦师亦友的人物关系定位准确，简明扼要，说明人物时间事件：邀请外教 Mr. Hall 来家里过春节。信件结尾“Looking forward to your early reply.”礼貌平实，让受邀者尽快回复。

文字：尤其是“Your cup of tea.(喜爱、合口味)”和“Never deprive yourself of such simple pleasures! (千万不要错失如此简单的快乐哟!)”语言地道，原汁原味，轻松幽默，俏皮风趣，这种言语上的亲近让外教欣然接受，这种盛情邀约让外教欲罢不能。同时也反映了该生平时课外阅读大，词汇积累丰富，语言功底较深厚。

连贯性：“Hearing..., I'm writing to...”合理运用非谓语动词，上下文衔接紧密，亲切自然。“cosy reunion for us, including my grandparents...”和“We'll have a big feast together, chatting causally”描写生动，行云流水，万家灯火、家人团聚的热闹春节景象跃然纸上。“As for activities...”和“And I suppose...”衔接流畅，环环相扣。全文文气通畅，读起来一气呵成。

3. 写作练习

新华学校是一所国际学校。假定你是新华学校的学生会主席李明,请你用英文写一封邀请函,邀请在华外籍学生家长,前来观摩新华学校即将举办的科技节活动(Science Fair)。

内容： ①时间和地点 ②活动目的 ③活动安排。

注意： ①词数 80 左右 ②可以适当增加细节，以使行文连贯。

Possible Version

Dear parents,

It is our pleasure to inform you that Xinhua School is organizing a Science Fair to be held next Saturday. The fair is open for parents from 10:00 am to 11:00 am in the gym.

The purpose of conducting a science fair is to promote true scientific spirit. Hands-on scientific investigation is the main focus of our fair. Our school students will present their science projects on that day. The projects are graded by our teachers and various awards will be given.

Your gracious presence will be highly appreciated and encouraging for the students of our school.

Yours respectfully, Li Ming