

应用文写作——邀请信

邀请信是邀请收信人参加某项活动时的书信，在写作时，语气要热情真挚，不要强人所难，邀请信要说明邀请具体原因，邀请的内容。

【写作三步走】

1. 简要说明活动，并发出邀请。
2. 介绍活动具体内容，并说明受邀人参加理由
3. 表达感激，期待接受邀请，并期待对方尽快回复等。

【必背句型及短语】

1. **Having known with delight that there is** a cultural exchange activity **to be held by our school** next month, **I am more than honored to invite you to participate in it on behalf of my class.**
2. An English speaking contest held by our school **is scheduled to take place** on August 6.
3. There will be a brilliant themed party in my garden on Sunday, **which will start** at 9 am and last three hours.
4. **Hearing that** you are particularly interested in Chinese culture, I'm writing **to sincerely invite you to participate in** the activity. 得知你对中国文化特别感兴趣，我写信真诚地邀请你参加这次活动。
5. **It's my great honor for me to** invite you to participate in the activity.
6. It will **begin at 2:00 pm and last two hours, during which time** five well-prepared participants will **deliver their speeches.**
7. **Not only will this meaningful activity enable you** to experience the diversity of different cultures, **but it will also promote** cultural communication between schools.
8. By the way, you may take Bus No. 301 in front of your apartment, which will take you directly to the club. 顺便说一下，你可以乘坐你家公寓前的 301 路公交车，它会直接把你带到俱乐部。
9. Since you are so eager to improve your Chinese, it will prove to be a brilliant chance.
10. **It is a brilliant opportunity to** learn more about Chinese culture, **which shouldn't be missed.**
11. **If you are available during that time,** please **contact me at 8888888 at your earliest convenience.** 如果你有空，请方便时尽快给我打电话 8888888。
12. Would you please let me know as soon as possible if you can accept my invitation?
13. We will feel much honored if you could come.
14. **I would appreciate it if you could accept my sincere invitation.**
15. **What I am looking forward to** is your earliest reply at your convenience.

【常用模板】

Dear _____,

How's everything with you? I'm writing to tell you there will be a _____ (活动) at/in _____ (地点) on _____ (时间). We would be honored to have you there with us.

The occasion will start at _____ (具体时间). This will be followed by a _____ (进一步的安排). At around _____ (时间), we will have _____ (另一个安排).

If you are interested in it, let me know. Hope to meet you at the _____. / I really hope you can make it. (再次发出邀请) My telephone number is _____. (电话号码) Looking forward to _____.

Yours sincerely,
Li Ming

【典例分析】

假定你是李华，你们班同学打算周六去爬香山。请给外教 Chris 写一封英文信，邀请他参加此次活动。具体内容如下：

1. 时间：8am—5 pm;
2. 集合地点：校门口;
3. 交通工具：公交车;
4. 携带物品：雨具，午餐，相机。

- 注意：
1. 词数 80 左右;
 2. 可适当增加细节，以使行文连贯;
 3. 开头和结尾已给出，不计入总词数。

【审题谋篇】

体裁格式：_____

中心人称：_____

主体时态：_____

体裁内容：_____

【语篇构建】 (Plan the expressions that should be used)

连句成文，注意使用恰当的连词进行句子之间的衔接与过渡，书写一定要规范清晰，保持整洁美观的卷面是非常重要的。

【范文赏析】

Dear Chris,

I'm writing to tell you that we intend to climb the Fragrant Hill this Saturday and I sincerely invite you to go with us on behalf of our class.

We are supposed to gather at the school gate and set out at 8:00 am sharp. The bus will serve as our transportation. We will climb to the top of the hill and enjoy our picnic lunch there, so please take some food with you as lunch. At about 2:00 pm. we will go down the hill along another path and return to our school at about 5.00pm. You may equip yourself with a camera to record the beautiful scenery and an umbrella or a raincoat is also necessary in case you are caught in a rain. Please spare some time to join us.

Your participation can surely add color to our trip and we are all looking forward to your involvement.

Yours,
LiHua