**邀请信写作模板、写作框架及典型句式（学生版）**

**题型介绍**

[邀请信](https://baike.sogou.com/lemma/ShowInnerLink.htm?lemmaId=15953&ss_c=ssc.citiao.link" \t "https://baike.sogou.com/_blank)是邀请亲朋好友或知名人士、专家等参加某项活动时所发的邀约性书信，是一种常用文体，邀请信中要写明邀约事由，活动的具体细节，邀请言辞要礼貌恳切。

**审题要点**

首先，要对书面表达的提示信息和题目要求进行审题，然后确定所写书面表达的体裁。注意不同的体裁一般需要采用与之对应的写作格式。道歉信为应用文体。

审题后确定框架如下：

第一段：开门见山说明即将举办某个活动，向对方发出邀请。

第二段：介绍事由的具体内容：目的，时间，地点，参与者，活动内容等，这是邀请信的主体部分。

第三段：表达希望对方参加或出席的愿望。

**邀请信的拆解分析**

1. **首段：告知对方将要举办某个活动，邀请对方参加。**

**常用的开头句式：**

**（1）我写信告诉你有一个(场)…在某地在某时举办**

I'm writing to tell you that there will be a ..., which will be held in+地点+时间.

**（2）我很高兴邀请你参加在…举行的…**

I am very pleased to invite you to participate in/attend a...to be held in ...

**（3）我想你要是能来作为……嘉宾/评委/指导老师，那就太好了。**

I think it would be great if you could join us as our honored guest/judge/instructor in the...

例如：很遗憾你不久就要回美国了。所以我写信邀请你参加本周六晚上在阳光俱乐部为你举行一个欢送会。

It’s a pity that you have to go back to America soon. So I’m writing to invite you to attend a farewell party, which will be held for you in the Sun Club this Saturday evening.

1. **主旨段：主旨段是邀请信的主体，这一段要说明活动中的具体内容。**

**常用主旨段模板句式：**

**（1）本次活动的具体细节如下。**

Here are some details about this party/lecture/festival.

The followings are some details about this activity.

Some details about this activity are as follows.

**（2）在…期间我们将有很多你会感兴趣的活动。第一…第二…另外…, 最后...**

During the ...we will have lots of activities which you will be interested in. First ... Second ... In addition ...Lastly, ...

1. **...将参加本次活动，做一个演说，与我们进行讨论，最后会与大家一起合影。**

...will take part in this activity, giving a speech, having a discussion with us and finally having a photo taken together with us.

1. **你将受邀做某事，请提前做一些准备工作。**

You are invited/expected to..., please make some preparations in advance.

**3. 尾段：期待对方接受邀请，并表示感谢。**

**常用尾段模板句式：**

**（1）如果你能来我会很开心，我肯定你会玩得很开心。**

I will be very glad if you could come. I have the confidence that you will have a great time.

**（2）如果你能来我深感荣幸，请尽快告诉我你的决定。**

I would feel honored if you could come. Please let me know about your decision as soon as possible.

**（3）请写信告诉我是否你能来好吗？**

Would you please drop me a line to let me know whether you can come or not?

**（4）如果你感兴趣，请告诉我，我给你发送更多的信息。**

If you are interested in it, please let me know and I'll send you more information.

**真题再现及范文点评**

(2019·全国卷Ⅲ)

假定你是李华，你校将举办音乐节。请写封邮件邀请你的英国朋友Allen参加，内容包括：

1．时间；

2．活动安排；

3．欢迎他表演节目。

注意：1.词数100左右；2.可以适当增加细节，以使行文连贯。

**【优秀满分范文】**

Dear Allen，

How have you been recently? I'm pleased to know that there is a music festival to be held in the music hall of our school on October 9th. And it would be a great pleasure if you could join us for the festival.

The 3­hour music festival will begin at 9：00 am and you'd better come earlier for a good seat so that you can enjoy a better view. There will be many wonderful performances played by excellent students and teachers, including singing and dancing. In addition, you will enjoy an interesting game, in which you can get a gift if you win. Knowing that you have a talent for music, I invite you to join us and show your performance.

Hope you can come if it is convenient for you.

Yours truly

Li Hua

**精选练习**

假定你是李华，目前在伦敦的孔子学院(Confucius Institute)做志愿者。你的英国朋友Henry对孔子特别感兴趣，请你写封邮件邀请他参观孔子学院，要点如下：

1．简述孔子及中国文化在世界上的影响；

2．告知参观时间：11月6日(本周六)上午8点；

3．介绍参加活动：汉语班，剪纸，书法。

注意：1.词数100左右；

2．可以适当增加细节，以使行文连贯；

3．开头和结尾已给出，不计入总词数。

参考词汇：剪纸paper­cutting　书法calligraphy

【参考范文】

Dear Henry，

I am glad to know that you are keen on Confucius and Chinese culture. Confucius, whose ideas have a great impact on Chinese culture, is considered the greatest ancient educator. As an increasing number of foreigners want to learn Chinese culture, the Confucius Institutes are set up in many foreign countries.

Since I am a volunteer working in the Confucius Institute in London, I'd like to invite you to visit it at 8: 00 am on Saturday. During your visit, we can attend some Chinese classes, which will be followed by some activities such as paper­cutting and Chinese calligraphy.

I sincerely hope that you will accept this invitation. Looking forward to your reply.

Yours truly

Li Hua