**应用文03邀请信**

**真题回顾**

假定你是李华，你校将举办外国学生中文演讲比赛，请给你的英国朋友George写封邮件邀请他参加。内容包括:

1.比赛时间；2.演讲话题；3.报名方式。

注意:

1.词数80左右；

2.可适当增加细节，以使行文连贯。

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

【答案】

Dear George,

 I'm writing to invite you to join us in the “Chinese speech contest for foreigners” to be held in our school. The activity is scheduled at 8:00 a.m. on January 20th in the lecture hall.

 The theme of the speech contest is “differences between eastern and western customs”, through which the foreign students are bound to gain a better understanding of Chinese splendid traditional culture and meanwhile strengthen their love of China.

 Immensely fascinated by its mysterious culture and age-old history, you can, undoubtedly give us a wonderful and impressive performance. You are expected to sign up for the contest at www. Chinesespeechcontestforforeigners.com. I'd appreciate it if you could accept our invitation.

 Yours sincerely,

Li Hua

【解析】

【分析】

这是一篇应用文写作。

【详解】

第1步：根据提示可知, 本篇为一封电子邮件；假定你是李华，你校将举办外国学生中文演讲比赛，请给你的英国朋友George写封邮件邀请他参加。内容包括:1.比赛时间；2.演讲话题；3.报名方式。

第2步：根据写作要求, 确定关键词(组) ：Chinese speech contest(中文演讲比赛)；be scheduled(安排)；be bound to(必然)；gain a better understanding of(更好地了解)等。

第3步：根据提示及关键词(组)进行遣词造句, 注意主谓一致和时态问题。此处文章主要应用一般现在时。

第4步：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。

【点睛】

范文内容完整, 语言规范, 语篇连贯, 词数适当。作者在范文中使用了较多高级表达方式, 如The theme of the speech contest is “differences between eastern and western customs”, through which the foreign students are bound to gain a better understanding of Chinese splendid traditional culture and meanwhile strengthen their love of China.运用了定语从句；I'd appreciate it if you could accept our invitation.运用了条件状语从句。全文中没有中国式英语的句式, 显示了很高的驾驭英语的能力。另外, 文章思路清晰、层次分明, 上下句转换自然, 为文章增色添彩。



**【篇首句】介绍自己，简要说明活动，并邀请对方。**

1. I’m Wang Ming from YuWen School，the president of the Student Union.

我是来自育文学校的王明，学生会主席。

2. An English speaking contest of our school will be held on August 6.

我们学校有一场英语演讲比赛将在8月6号举行。

3. There will be a party in my garden on Sunday.

周日，在我的花园里会举行一场聚会。

4. I’d like to invite you to judge it.

我想邀请你做它的裁判。

5. I’m writing to invite you to...

我写信是邀请你……

6. I wonder if you can come to...

我想知道你是否能来……

7. We sincerely hope you can attend it.

我们真诚希望你能够参加。

8. It’s my pleasure/a great honour for me to invite you to...

我很荣幸的邀请你……

9. It’s a pity that you have to go back to America soon. So a farewell party for you will be held in the Sun Club this Saturday evening. Could you come at 6:00 pm?

很遗憾你不久就要回美国了。所以，这周六，在阳光俱乐部我们会为你举行一个欢送会。下午六点你能来吗？

**【篇中句】介绍活动具体内容，并说明受邀人参加理由。**

1. It will begin at 2:00 pm and last two hours, during which time 15 well-prepared contestants will deliver their speeches.

它将于下午两点钟开始，四点钟结束，在此期间将会有十五位准备充分的参赛者发表演讲。

2. We will start at 8:00 am and arrive there at 9:00.

我们将会在上午八点出发，九点到达那里。

3. During the afternoon, we’ll...together.

下午，我们会一起……

4. Remember to take water and lunch with you.

记得带上水和午餐。

5. By the way, you may take Bus No. 322 in front of your apartment and it will take you directly to the club.

顺便说一下，你可以乘坐你家公寓前的322路公交车，它会直接把你带到俱乐部。

6. I know you are a native speaker of English and an English teacher, and I, on behalf of our school, sincerely invite you to be part of the contest.

我知道你的母语是英语，还是一个英语老师。我，代表我们学校，真诚的邀请你来比赛现场。

7. Since you are so eager to improve your English, it will prove to be a great chance.

既然你如此渴望提高英语，这会是一个很好的机会。

8. I’m sure that you will enjoy yourself there.

我保证你在那里会过得很愉快。

**【篇尾句】期待对方接受邀请，并期待对方尽快回复。**

1. Will you be available during that time? Please contact me at 1234567 at your earliest convenience.

那期间你有空吗？请方便时尽快给我打电话1234567。

2. Would you please let me know as soon as possible if you can accept my invitation?

请尽快告诉我你能否接受我的邀请好吗？

3. We will feel much honored if you could come.如果你能来，我们会非常荣幸。

4. We are looking forward to your coming.我们期待着你的到来。

5. I am longing to see you soon.我期待着尽早见到你。

**必背模板**

模板①

Dear\_\_\_\_\_\_\_\_,

 \_\_\_\_\_\_\_\_(开门见山地点、活动)，It would be pleasant to have you here(表达邀请愿望). Will you give me the pleasure of your company(正式发出邀请)？

During the party/conference, we will have a lots of activities you will be interested in (开始介绍活动内容). First, \_\_\_\_\_\_\_\_\_\_(介绍举行的活动一). Second, \_\_\_\_\_\_\_\_\_(介绍举行的活动二). I know/believe you be very interested in \_\_\_\_\_\_\_\_\_(引出受邀请人参加的理由). First/For one thing\_\_\_\_\_\_\_\_(希望受邀人参加的理由一)，Second/For another\_\_\_\_\_\_\_\_\_\_(希望受邀人参加的理由二)。 The party/conference would not be complete without you(总结受邀人参加的必要性).

The party/conference will begin at \_\_\_\_\_\_\_\_(提出活动的地点). It is possible for us to meet at \_\_\_\_\_\_\_\_(提出具体约定时间). We do hope you can come \_\_\_\_\_\_\_\_(再次发出邀请).

Yours

Li Hua

模板②

Dear\_\_\_\_\_\_\_\_,

There will be a\_\_\_\_\_\_\_\_(内容) 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(时间), we will have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(另一个安排).

I really hope you can make it. RSVP before\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(通知你的最后期限).

Yours Sincerely,

Li Hua

思路点金

【写作注意事项】

a. 盛情邀请参加聚会、共度假期或游览某地等；

b. 建立密切联系，加强感情交流；

c. 拓展相关内容，激发他人兴趣。

【写作方法】

① 首段：开门见山说明写作目的。

② 主体：

a. 具体交代邀请原因；

b. 邀请内容：活动性质、时间、地点、日期；

c. 有关要求和希望。

③ 尾段：

a. 再次盛情邀请；

b. 希望尽快答复。

【写作流程图】

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| --- |
| 发出邀请 |

|  |
| --- |
| 说明事由 |

|  |
| --- |
| 说明活动的时间、地点、对象等 |

|  |
| --- |
| 表达期待和感谢 |

**必背范文**

假定你是李华，计划和同学去敬老院(nursing home)陪老人们过重阳节(the Double Ninth Festival)。请给外教露西写封邮件，邀她一同前往，内容包括：

1. 出发及返回时间；

2. 活动：包饺子、表演节目等。

注意：

1. 词数100左右；

2. 可以适当增加细节，以使行文连贯；

3. 结语已为你写好。

Dear Lucy,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Looking forward to your reply.

Yours,

Li Hua

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| --- |
| **【参考范文】**Dear Lucy, I’d like to invite you to join us for a visit to the nearby nursing home next Saturday for the Double Ninth Festival. It is the day for the elderly in our culture. We’ll go and make dumplings and cakes with the elderly people there. We’ll also spend some fun time together singing, dancing and playing games, which we hope will make them happy. We should be back at around 4 o’clock in the afternoon. If you are able to come with us, please let us know and we’ll wait for you at the gate at 9 in the morning.Looking forward to your reply.Yours, Li Hua**【亮点说明】**本文结构紧凑，层次分明。We’ll also spend some fun time together singing, dancing and playing games, which we hope will make them happy.中用了which引导的定语从句和句式spend time doing。此外，还有if从句以及一些短语如invite you to join us，for a visit to，make dumplings等。**【名师点睛】**本作文从实际生活出发，以英语的交际性和实用性为目标，兼顾尊老敬老和做志愿者的教育意义，体现了课程标准要求的以知识运用为教学目标的要求。在高三备考时，应该多从把语言作为交流的工具的角度去准备书面表达。 |