

祝贺信等五类书信怎么写（二）PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/234/2021\\_2022\\_\\_E7\\_A5\\_9D\\_E8\\_B4\\_BA\\_E4\\_BF\\_A1\\_E7\\_c73\\_234981.htm](https://www.100test.com/kao_ti2020/234/2021_2022__E7_A5_9D_E8_B4_BA_E4_BF_A1_E7_c73_234981.htm)

邀请信1 结构要点：  
邀请信是邀请收信人参加某项活动的书信，包含三个方面：  
1. 邀请对方参加活动的内容、时间和地点；  
2. 与该活动有关的注意事项；  
3. 期待对方接受邀请，并可表示感谢。

Directions 13 Write a letter to one of your high school classmates who is in a nearby city , and invite him/her to your city at this weekend. Some necessary details must be included. Do not sign your own name at the end of your letter , using “ Li Ming ” instead.

Sample : Dear Linda , We havent seen each other for six years after graduation. I am so glad to hear that you have graduated from UCLA and come back to work in Suzhou. If you are free this Saturday , please come to Shanghai and have a good time with me. We can first go to the Century Park , where the flowers are all in blossom. Lets go boating on the lake isnt it pleasant in the cool breeze ? Then I will treat you to dinner at a western restaurant on Huaihai Roadit is small but really niceIm sure you will enjoy it. After dinner , lets go to a concertyou are a music lover , arent you ? If you couldnt come , please notify me before Friday. If you can , please tell me which train you will take and I will meet you at the railway station. I am looking forward to meeting you. Sincerely yours

， Li Ming 邀请信2 语言注意点：邀请信叙事一定要清楚、明白。如写给朋友，可选用活泼、真诚的言辞；如写给长辈、上级、名人等，则语言应正式、礼貌。 Directions 14 Write a

letter to invite a famous professor to give a lecture to the English postgraduate students in your university. Some necessary details must be included. Do not sign your own name at the end of your letter , using “ Li Ming ” instead. Sample : Dear Professor Michael Hutchison , We are very glad to hear that you are attending an international conference in Beijing. We are writing this letter to inquiry the possibility of inviting you to deliver a lecture on American literature for our postgraduate students on the evening of June 16. We have long been noticed that you have done a lot of substantial and creative work in this field. Two of your books have become textbooks for our students for several years. So all of us believe your lecture will benefit our students and teaching staff alike. If you can manage to come , please tell us the number of your flight and we will meet you at the airport. If you cant make it , please also let us know. We are looking forward to your coming. Sincerely yours

, Li Ming 100Test 下载频道开通 , 各类考试题目直接下载。

详细请访问 [www.100test.com](http://www.100test.com)