# 欢迎

# 单词

词汇	发音	词性	翻译
delighted	[us]dɪˈlaɪtɪd [uk]dɪˈlaɪtɪd	adj.	高兴的, 开心的
absolutely	[us]ˈæbsəluːtli [uk]ˈæbsəluːtli	adv.	完全地
anyway	[us]ˈeniweɪ [uk]ˈeniweɪ	adv.	无论如何
maybe	[us]ˈmeɪbi [uk]ˈmeɪbi	adv.	大概, 或许, 可能
definitely	[us]'defɪnətli [uk]'defɪnətli	adv.	肯定地
probably	[us]'pra:bəbli [uk]'prɒbəbli	adv.	大概, 或许, 很可能
house-warming		noun	庆祝迁居的喜宴, 乔迁喜宴
crazy	[us]ˈkreɪzi [uk]ˈkreɪzi	adj.	发疯的
gorgeous	[us]'go:rdʒəs [uk]'go:dʒəs	adj.	华丽的
glad	[us]glæd [uk]glæd	adj.	高兴的, 开心的
beautiful	[us]ˈbjuːtɪfl [uk]ˈbjuːtɪfl	adj.	美丽的, 漂亮的
wonderful	[us]'wʌndərfl [uk]'wʌndəfl	adj.	奇妙的, 令人惊奇的, 极好的
restroom	[us]'restru:m [uk]'restru:m	noun	卫生间,盥洗室
lovely	[us]ˈlʌvli [uk]ˈlʌvli	adj.	秀美动人的, 可爱的
	[us]hoʊst		

host	[uk]həʊst	verb	主办, 做东, 款待
hope	[us]hoʊp [uk]həʊp	verb	希望
really	[us]ˈriːəli [uk]ˈriːəli	adv.	真实地, 真正地, 实际上
delicious	[us]dɪˈlɪʃəs [uk]dɪˈlɪʃəs	adj.	美味的
just	[us]dʒʌst [uk]dʒʌst	adv.	正好, 恰好
unlikely	[us]ʌnˈlaɪkli [uk]ʌnˈlaɪkli	adj.	没希望的, 不太可能的
ready	[us]ˈredi [uk]ˈredi	adj.	准备好的, 可以使用的
surprised	[us]sərˈpraɪzd [uk]səˈpraɪzd	adj.	感到惊讶的
delightful	[us]dɪˈlaɪtfl [uk]dɪˈlaɪtfl	adj.	愉快的
enjoyable	[us]ɪnˈdʒɔɪəbl	adj.	令人愉快的
petrol	[us]ˈpetrəl [uk]ˈpetrəl	noun	汽油
pleased	[us]pli:zd [uk]pli:zd	adj.	高兴的, 满足的
tasty	[us]ˈteɪsti [uk]ˈteɪsti	adj.	好吃的,美味的
yummy	[us]ˈjʌmi [uk]ˈjʌmi	adj.	(尤用作儿童口语) 味道好的; 好吃的
dear	[us]dɪr [uk]dɪə(r)	adj.	重要的, 亲爱的

# 邀请某人到你家

在这节课,您将学习如何发出邀请及回复邀请。

使用 just 表示最近的过去

使用 just + 动词谈论刚刚或最近完成的行动。	
Zach and I just bought a house.	(我和 Zach 刚买了房子。)
Carla just got promoted.	(Carla 刚刚升职。)

## 

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[JOAN] Oh, Todd, did I tell you?
[TODD] What?
[JOAN] Al and I just bought a house.
[TODD] Really? Congratulations!
[JOAN] Thanks! Actually, we're a little nervous about it.
[TODD] I can imagine. Buying a house is a big decision.
[JOAN] Yes, it is. Anyway, we're having some people over on Saturday night.
[TODD] A housewarming party!
[JOAN] Exactly. Al and I were hoping you and Angela could come.
[TODD] Well, I'm definitely coming.
[JOAN] Great!
[TODD] But Angela probably can't come. Her mother's sick.
[JOAN] Oh, that's too bad.
[TODD] Yeah. Angela's in Las Vegas, taking care of her.
[JOAN] I understand. Well, I'm happy you can come.
[TODD] Ah! That reminds me. Angela's birthday's in two weeks. I'm thinking
about having a party for her.
[JOAN] Nice.
[TODD] And I'd like you and Al to come.
[JOAN] We'd be delighted.
[TODD] Great!
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Did I tell you? 我跟你讲了吗?
actually 实际上
anyway 对了,好吧
That reminds me. 哦,我想起来了。
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#### 开启和改变对话话题

你可以使用 Guess what? 来引出或改变话题。	
A: Hey, Daniel. How's it going? B: Good. Guess what? A: What? B: I just got apromotion.	你好,Daniel。最近好吗?还好。 猜猜怎么着?怎么了?我刚刚升职 了。
记住,你可以使用 that reminds me 或 by the way 转到与当前话题相关的话题。	
A: I just had my 33rd birthday! B: Well, happy birthday! Hey, that reminds me.Do you want to come to my son's birthday party?	我刚过了 33 岁生日。 哦,生日快 乐! 嗨,这想起来了。你想参加我 儿子的生日派对吗?
A: Wow! This pizza tastes amazing. B: It sure does. By the way, I'm havingpizzas and movies at my house on Saturday.	哇!这个披萨味道真好。 的确不 错。对了,星期六我打算在家吃披 萨看电影。

使用 anyway 把跑偏的对话拉回原来的话题。	
A: We just got a new swimming pool. B: Really? Man, how did you pay for that?A: My credit card! Anyway, we're having a pool party on Sunday.	我们刚修了一座游泳池。 是吗? 老兄,你哪来钱的? 信用卡啊! 对了,我们星期天会办一个泳池派对。
谨慎使用这些表达:如果唐突改变话题,可能会让人感到冒犯。	

Move the text to the correct gaps. EMILIO: Hey, Brenda! (Guess) what?

BRENDA: (What)?

EMILIO: I (just) got my first apartment.

BRENDA: Fantastic! Oh, that (reminds) me. There's an amazing furniture sale at Lacy's. You could get some things for your new apartment.

EMILIO: Yeah, good idea. (Anyway), I'm having a party to celebrate my new place. Can you come?

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[JOAN] Yes, it is. Anyway, we're having some people over on Saturday night.

[TODD] A housewarming party!

[JOAN] Exactly. Al and I were hoping you and Angela could come.

[TODD] Well, I'm definitely coming ...

[JOAN] Great!
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[TODD] Yeah. Angela's in Las Vegas, taking care of her.

[JOAN] I understand. Well, I'm happy you can come.

[TODD] Ah! That reminds me. Angela's birthday's in two weeks. I'm thinking about having a party for her.

[JOAN] Nice.

[TODD] And I'd like you and Al to come.

[JOAN] We'd be delighted.

[TODD] Great!
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definitely 一定地,肯定地 probably 很可能

#### 可能性副词

可能性副词表示某事发生的相对可能性。	
副词通常直接位于其修饰的动词之前,如果是 <b>be</b> 动词,则位于其后。 <b>maybe</b> 是例外,常常位于句首。	
表示百分之百的可能性,使用 <b>definitely</b> 或 <b>absolutely</b> 。	
I definitely saw Sheila at the party.	(我肯定在派对上看到 了 Sheila。)
Lucille absolutely can't come.	(Lucille 绝对不能 来。)
表示较大的可能性,使用 <b>probably</b> 。	
They are probably late.	(他们很可能迟到 了。)
Dylan probably brought drinks.	(Dylan 很可能带了酒 水。)
They probably can't buy snacks.	(他们很可能不能买零食。)

表示较小的可能性,使用 maybe。注意该词用于句 首。	
Maybe we can have a surprise party.	(我们也许可以办一个惊喜派对。)
A: Is Rhonda coming? B: Maybe not. She's still working.	Rhonda 来吗? (可能不来,她还在工作。)
表示非常小的可能性,你可以使用 <b>unlikely</b> 。	
A: Is Grandma coming to the celebration? B: It's unlikely. She's not feelingwell.	祖母 外婆 来参加庆祝活动吗? (不大可能。她身体不舒服。)
你可以在一个单词的回答中使用可能性副词。	
A: Are you inviting Dylan? B: Definitely.	你请 Dylan 吗? (当然! )
A: Can I see you tonight? B: Maybe.	我今晚能见你吗? (可能吧。)

Dana 和 Jonathon 正在讨论邀请谁来参加他们的派对。 请把词条移至正确的间隔处。 DANA: OK,

let's see ... Who's invited to the party?

JONATHAN: Natasha. She (is definitely) coming.

DANA: Great! How about Michael?

JONATHAN: (Probably not).

DANA: Too bad! Anyway, Laurie probably can come.

JONATHAN: Cool.

DANA: And Kylie said '(absolutely) .'

JONATHAN: Nice! (Maybe) she can bring her tasty, dark chocolate cake.

DANA: Maybe ... or maybe (not) . It's (unlikely) . She's pretty busy.

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[TODD] And I'd like you and Al to come.

[JOAN] We'd be delighted.

[TODD] Great!

having some people over 邀请一些人来家里吃饭

housewarming party 暖屋派对

hoping you and Angela could come 希望你和 Angela 能来

Angela probably can't come. Angela 很可能来不了。

Angela's birthday's in two weeks. 离 Angela 的生日还有两个星期。

And I'd like you and Al to come. 希望你和 Al 过来。

We'd be delighted. 我们会很高兴。

提出及回应邀请	
使用类似这些表达提出邀请。提出邀请前,先具体说明邀请的场合是有好处的。	
We're having some people over next weekend. Kelsey and I are hoping that youand Cody can come.	我们下周末打算邀请一些人到家里 来。Kesley 跟我都希望你和 Cody 能 来。
I'm having a birthday party for Tyler in two weeks. I'd like you to come.	两周后我要为 Tyler 办生日派对。我 希望你能来。
Are you free Friday night? Would you like to come to a housewarming?	你周五晚上有空吗?你想来参加暖屋 派对吗?
We should get together for dinner this week. What does your schedule looklike?	我们本周应该聚在一起吃顿饭。你的 日程怎么样?

接受或讨论邀请,使用类似的表达:	
Great! I'm definitely coming.	太棒了! 我一定来!
We can probably come. Let me talk to Dave about it.	我们很有可能来。让我跟 Dave 说说。
Thanks – I'd be delighted.	谢谢 - 荣幸之至。
谢绝邀请,使用类似这样的表达:	
Sorry – Chelsea probably can't come. She has a cold.	抱歉 - Chelsa 很可能来不了。她感冒 了。
Oh, that weekend's no good. Sorry!	哦,这个周末不行。对不起!

阅读课文,然后回答问题。 Brandon's birthdayFrom:gill93@just.com

#### To:lauraahernandez@fun.net

Hi, Laura.I'm having a birthday party for Brandon on the 23rd, around 5 p.m. I'm hopingthat you and Charles can come. Are you guys free?

Gillian From: lauraahernandez@fun.net

To: gill93@just.com

**Subject:** RE: Brandon's birthdayHey, Gillian.Sounds lovely. Maybe we can come. I'm not sure. Billy has baseball practice onthe 23rd. Let me talk with Charles.Talk with you soon.L

# 欢迎某人到你家

在这节课,您将学习如何欢迎客人到您家来。

观看视频,学习语言用法。 <u>https://cns2.ef-cdn.com/Juno/13/25/33/v/132533/GE\_4.5.2.1.1.mp4</u>

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[SOPHIE] Hi!
[SOPHIE] Oh, so good to see you. I've missed you so much.
[NINA] Me, too.
[NINA] Hey, Eric.
[ERIC] Hi, Nina.
[ERIC] Great to see you.
[NINA] So, come in, come in.
[NINA] Make yourselves at home.
[ERIC] Thanks!
[NINA] Here - you can put those over there.
[NINA] Can I get you something to drink?
[ERIC] That would be lovely, thanks.
[SOPHIE] Yes, please.
[SOPHIE] Ummm, cup of tea?
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[NINA] So how was your trip?
[SOPHIE] Yeah, it was fine, thanks.
[SOPHIE] Except for Eric and his whining. 'Are we there yet? Are we there
yet?'
[ERIC] I was just wondering how much further we had to go.
[ERIC] Nina, your flat is lovely.
[NINA] Well, as you can see, there's not much here yet.
[NINA] No sofa, no curtains.
[SOPHIE] Yeah, that's OK.
[SOPHIE] We can sleep on the floor.
[SOPHIE] What? Come on, stop it!
[ERIC] No, it's not right.
[SOPHIE] Of course, we can.
[ERIC] It's inappropriate.
[ERIC] I really liked the ones with tomato. They were the best.
[SOPHIE] Nina, let's go and see it.
[SOPHIE] The shop.
[NINA] Really?
[SOPHIE] Yeah.
[NINA] You want to see it?
[SOPHIE] 'Course, I do.
[NINA] It's a bit late.
[SOPHIE] No, it isn't. Come on.
[SOPHIE] I know it's a big step for you.
[SOPHIE] And, um, speaking of big steps ...
[SOPHIE] Eric and I have something we want to tell you ...
[SOPHIE] We're going to have a baby!
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So good to see you. 很高兴见到你。
I've missed you so much. 我非常想你。
Come in. 进来
Make yourselves at home. 不要客气,不要拘束
You can put those over there. 你可以把东西放在那里。
Can I get you something to drink? 我帮你弄点喝的吧?
How was your trip? 旅途怎么样?
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#### 欢迎客人

使用类似这样的表达欢迎客人:	
Welcome!	欢迎光临!
Hi! It's so good to see you.	嗨! 很高兴见到你。
I've missed you!	我好想你!
使用类似这样的表达邀请客人进到你家里:	
Come in!	请进!
Make yourself at home.	不要客气。
Please make yourselves comfortable.	请不要拘束。

使用类似的表达让客人感到自在:	
Can I take your coat?	我帮你拿外套吧?
You can put your things over here.	你可以把你的东西放在这里。
Can I get you something to drink?	想喝点什么吗?
客人落座后,你可以提出类似这样的问题,礼貌地对话:	
How was your trip?	旅途怎么样?
How was traffic?	交通状况如何?

# 形容词搭配不定式

你可以使用形容词 + to + 动词解释情感和状态。	
I'm happy to hear that you like Korean food.	(我很高兴听到你喜欢韩国菜。)
I was surprised to get the promotion.	(我很惊讶获得升职。)
So good to see you!	(很高兴见到你!)
Amy's ready to eat dinner.	(Amy 准备好吃饭了。)

### 提供东西和提出礼貌的请求

使用 would you like 礼貌向客人提供某物。	
Would you like something to drink?	你想喝 点什么 吗?
Would you like to have a seat?	(你想 坐下 吗?)
使用 could 或 may 向主人提出礼貌的请求	
May I use the restroom?	我可以 用一下 厕所 吗?
Could I have some water?	我能喝 点水 吗?
语言点:在美式英语中,restroom 是家中厕所非常礼貌的称法,Bathroom 相对礼貌,toilet不礼貌。在英式英语中,toilet 是家中厕所非常礼貌的称法, Loo 是可以接受的用法,但只限于非正式场合和熟悉的人。	

请把词条移至正确的间隔处。 MRS. KUMAR: (Welcome) . Nice to see you.

MR. BRADLEY: Very nice (to see) you, too, Mrs. Kumar.

MRS. KUMAR: Please (come in).

MR. BRADLEY: You have a beautiful home.

MRS. KUMAR: Thank you. (Would you like) to have a seat?

MR. BRADLEY: Yes, thanks.

MRS. KUMAR: And would you like (something to drink)?

MR. BRADLEY: Please. (Could I have) some water?

MRS. KUMAR: Of course.

观看视频,学习语言用法。 https://cns2.ef-cdn.com/Juno/13/25/33/v/132533/GE\_4.5.2.1.1.mp4

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Yeah, that's OK. 是的,还行。
Really? 真的吗?
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#### 听到好消息和坏消息的反应

听到好消息时,使用类似这样的表达作出反应。		
Congratulations!	恭喜!	
Really? I'm so happy for you!	真的吗? 我为你感到非常高兴!	
That's great news!	这消息太棒了!	
喝酒时,你可以说 to your 和 to your 来祝酒。		
To your new job! Cheers!	/ job! Cheers! (为你的新工作!干杯!)	
To your new baby. Cheers!	(为你的新生宝宝干杯!)	

听到坏消息时,使用类似的表达作出反应:	
A: Sorry – the sofa is not very comfortable. B: That's OK.	对不起 - 沙发不是很舒服。 没关系。
A: I just got fired. B: That's terrible! I'm so sorry to hear that.	我刚被解雇了。 太糟糕了! 听到这个我感 到很抱歉。
听到好消息和坏消息时,你都可以使用 <b>it's</b> <b>crazy</b> 。	
I was surprised to get this great promotion. It's crazy.	(这次得到升职,我感到很吃惊。不可思 议。)
It felt terrible to get fired. It's totally crazy.	(遭到解雇感觉糟透了。这简直不可思 议。)

# 夜晚结束时告别

在这节课,您将学习不同的告别用语。

形容词同义词

使用同义词或具有相同意义的单词,可以让你的英文更富于乐趣和变化。学 习同义词也是识记新词的一种好办法。	
以下是一些有用的形容词同义词:	
great - wonderful - delightful	好的 / 极好的 / 令人高兴的
fun - enjoyable	令人愉快的 / 令 人愉快的
happy - glad - pleased	高兴的 / 乐意的 / 喜欢的
beautiful - lovely - gorgeous	美丽的 / 可爱的 / 迷人的
delicious - tasty - yummy	美味的 / 可口的 /好吃的

### 点击括号中最合适的形容词。

The pasta was really (pleased / glad / tasty).

The games were (fun / glad / tasty).

I'm ( happy / delightful / great ) you came to our home.

Your home is ( glad / gorgeous / pleased ) .

Thank you for a (tasty / glad / delightful) evening.

The party was really (enjoyable / delicious / pleased).

**Truth:** tasty; fun; happy; gorgeous; delightful; enjoyable

#### 美式英语和英式英语

美式英语和英式英语在发音、词汇、表达、拼写和语言等方面存在诸多不同。这些差异 不一定很明确,但碰到时如果能够辨识也很重要。	
发音	
下为美式英语和英式英语中音节重读差异的一个例子。	
American: caFE	咖 啡 馆
British: CAfe	

词汇	
下为一些词汇差异的例子。	
American: gas	(汽油)
British: petrol	
American: restroom	(厕所)
British: toilet	
American: cellphone	(手机)
British: mobile	

表达	
虽然这些短语中的第一个在美式和英式英语中都可以使用,但 <b>spot on</b> 多在英式英语中使用。它们的意思相同。	
American / British: That's exactly right!	(确实如 此!)
British: Spot on!	
语法	
你在英美两国都能听到这些疑问句结构。但是,do you have 多用于美国,have you got 则多用于英国。	
American: Do you have a pen?	你有笔 吗?
British: Have you got a pen?	

### 观看视频,学习语言用法。 <u>https://cns2.ef-cdn.com/Juno/15/63/4/v/15634/2.8</u> Scene 4.mp4

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[ERIC] Have you got everything?
[SOPHIE] I think so.
[ERIC] I'll take that.
[SOPHIE] OK, thanks.
[SOPHIE] Well, that's us then.
[SOPHIE] Thanks for inviting us.
[NINA] Thanks for coming.
[SOPHIE] Your shop's really lovely.
[NINA] Thanks.
[SOPHIE] We had a great time.
[SOPHIE] You must come to us next time, okay?
```

[NINA] I will.

[ERIC] It was lovely to see again.

[NINA] And you.

[SOPHIE] Take care.

[ERIC] Good luck with the shop.

[NINA] Drive safely.

[NINA] All right. Bye!

Have you got everything? 你东西都拿了吗?
Your shop's really lovely. 你的店真的很迷人。
We had a great time. 我们过得很愉快。
You must come to us next time. 你下次一定要来我们家。
It was lovely to see you again. 很高兴再次见到你。

离开某人的家	
当你离开某人家时,使用类似这样的表达:	
The party was wonderful.	派对很精彩。
We had a great time.	我们过得很愉快。
It was so nice to see you again.	很高兴又见到你。
你的主人也许会检查确认你没有遗忘东西。	
A: Do you have everything? B: I think so.	你东西都拿了吗?我想是的。
A: Have you got everything? B: Yes, I have, thanks.	你东西都拿了吗?是的,我都拿了,谢谢。

你可以邀请主人将来到你家拜访。这里的第一个例子更接近美式英语,第 二个例子更接近英式英语。	
Next time, it's our turn to host.	下次我们来办。
You must come to us next time.	你下次一定要来 我们家。
人们在听到这些句子后通常会表示感谢。	

# 撰写感谢信

在这节课,你将学习如何写感谢便条。

### Hope to' 和 'hope that'

使用Hope to 和 hope that 谈论你希望发生的事情。注 意,Hope to 后接动词原形, hope that后接从句。	
I hope to see you again soon.	我希望不久后能再见到 你。
I hope that I see you again soon.	我希望我不久后能再见到 你。
在英语口语和书面语中,单词 <b>that</b> 有没有都可以,在句中省略不会影响句子意思。	
I hope I see you again soon.	我希望我不久后能再见到 你。
使用 I hope so, too 肯定应答 hope to 或 hope that 的句子。	
A: I hope to see you again soon. B: I hope so, too.	我希望不久后能再见到 你。 我也这样希望。

请选择正确的词。 We hope (to / that) see you again soon.

We hope (to /that) we see you again soon.

They hope (to / that) they can go to Spain.

They hope (to / that) go to Spain.

I hope (to /that) you get the job.

She hopes (to / that) get a better job.

Truth: to; that; that; to; that; to

观看视频,学习语言用法。 https://cns2.ef-cdn.com/Juno/12/56/43/v/125643/GE\_4.5.4\_v2.mp4

```
[TODD] Dear Joan,
[TODD] Thank you for inviting me to your housewarming party.
[TODD] I had a really good time. Your new home is lovely.
[TODD] And the food was delicious.
[TODD] I hope that I see you and Al again soon. Sincerely, Todd.
[TODD] Oh, uh, Joan. Your, um, party was wonderful. I really enjoyed myself. Your new home is beautiful. And I loved the food.
[JOAN] Thanks.
[TODD] I hope to see you and Al again soon.
[JOAN] I hope so, too. Actually, you'll see me very soon. We, uh, have a meeting in five minutes.
```

- I hope that I see you and Al again soon. 我希望不久后再次见到你和 Al。
- I hope so, too. 我也希望如此。

### 观看视频,学习语言用法。 https://cns2.ef-cdn.com/Juno/12/56/43/v/125643/GE\_4.5.4\_v2.mp4

[TODD] Dear Joan,

[TODD] Thank you for inviting me to your housewarming party.

[TODD] I had a really good time. Your new home is lovely.

[TODD] And the food was delicious.

[TODD] I hope that I see you and Al again soon. Sincerely, Todd.

[TODD] Oh, uh, Joan. Your, um, party was wonderful. I really enjoyed

myself. Your new home is beautiful. And I loved the food.

[JOAN] Thanks.

[TODD] I hope to see you and Al again soon.

[JOAN] I hope so, too. Actually, you'll see me very soon. We, uh, have a meeting in five minutes.

I had a really good time. 我过得很愉快。

I really enjoyed myself. 我玩得非常开心。

#### 谈论有趣的活动

使用下列表达谈论有趣的活动:	
I had a really good time.	我过得很愉快。
I really enjoyed myself.	我玩得非常开心。
It was great!	非常棒!
I had a lot of fun.	我玩得很高兴。
如果你表达了这样的感觉,你的主人一般会向你表示感谢。	

请把词条移至正确的间隔处。 JIM: Thank you so much (for coming).

BETSY: Thank you! Your home is beautiful, and the food was delicious. I had a really (good time)

.

JIM: I was happy (to see) you again.

BETSY: It was good to see you, too. I really (enjoyed myself).

JIM: I (hope to) see you again soon.

BETSY: I hope (so), too.

观看视频,学习语言用法。 <u>https://cns2.ef-cdn.com/Juno/12/56/43/v/125643/GE\_4.5.4\_v2.mp4</u>

[TODD] Dear Joan,
[TODD] Thank you for inviting me to your housewarming party.
[TODD] I had a really good time. Your new home is lovely.
[TODD] And the food was delicious.
[TODD] I hope that I see you and Al again soon. Sincerely, Todd.
[TODD] Oh, uh, Joan. Your, um, party was wonderful. I really enjoyed myself. Your new home is beautiful. And I loved the food.

[TODD] I hope to see you and Al again soon.

[JOAN] I hope so, too. Actually, you'll see me very soon. We, uh, have a meeting in five minutes.

Dear Joan, 亲爱的 Joan,
Thank you for inviting me ... 感谢你邀请我......
Your new home is lovely. 你的新家很漂亮。
And the food was delicious. 食物很好吃。
Sincerely, Todd. 谨上, Todd

#### 撰写感谢信

[JOAN] Thanks.

下为撰写感谢信的一些步骤。	
先写日期。	
September 16, 2012	
问候收信人,使用 <b>Dear +</b> 姓名,后接逗号 <b>(,)</b> 。	
Dear Andy,	(亲爱的 Andy, )
对收信人表示感谢,提及感谢的原因。	
Thank you for inviting me to your party. Thanks for the wonderful gift.	(谢谢你邀请我参加派对。) (谢谢你 送的精美礼物。)

恭维收信人	
The food at the party was delicious. Your home is lovely. The scarf isbeautiful.	(派对上的食物很好吃。) (你的家很 迷人。) (围巾很漂亮。)
提及你对未来见面的期待。	
I hope to see you again soon. I hope that you can visit me soon.	(我希望不久后能再见到你。) (我希 望你不久后能再来我家。)
结语和签名。	
Sincerely,	(此致)
Jane	

阅读课文,然后回答问题。 January 5Dear Sally,Thanks so much for inviting me to lunch. It was great to see you. I reallyenjoyed myself. The restaurant was fantastic! I hope to see you again soon. How about dinner next time you're in town?Thanks again! Sincerely,Kris

请把词条移至正确的间隔处。(January) 5,

(Dear) Sally,

(Thanks) so much for (inviting) me to lunch. It was great to see you. I really enjoyed myself. The restaurant was fantastic! I hope to see you again (soon) . How about dinner next week? (Sincerely) ,

Kris