社交书信写作·概述(Introduction)

用途：传递信息、交流情感。 原则：**3C**原则。

**1 清晰 Clarity: 书信的内容一定要清楚、准确，让人读后能明确理解写信人的目的、意图。**

**2 简洁 Conciseness: 写书信时应用简洁、通顺的语言，构成一篇简短、易懂的小文章。**

**3 礼貌 Courtesy: 书信应写得朴实、得体，不要使人感到做作、虚假，语气因人、因事而异。**

三、邀请信(Letters of Invitation)

邀请信是一种常见的书信体，是人们在日常生活中、社会活动中和外事活动中的一种应用文体。

特点：**简短、热情给人真诚、亲切的感觉**。

内容：**邀请原因、活动地点和原因**。

类别：正式和非正式。正式邀请信的格式（信头、信内地址、客套话等）齐全，语言为书面语。

非正式的格式不完全，只有日期，没有地址，语句很随便，多为口语。

必备表达　（1）邀请目的

　　On behalf of…, I have the honor to invite you to…

　　It is with the great pleasure that I write to cordially invite you to…

　　It gives me the greatest pleasure to invite you to…

　　We should be very grateful if you could…

　　（2）活动安排

　　There will be a dinner party to be held at the Beijing Hotel on Sunday, October 10th, at eight o’clock. Will you and Mrs. Smith come and join us?

　　I hope that you have no previous engagement and can join us for the English Evening at 7:00 p.m. on February 1st.

　　（3）期盼回复

　　We are looking forward to seeing you.

　　I do hope that you will be able to come.

　　We should be very pleased if you could honor us with your company.

**高分范文**

Dear Mr. Williams,

　　I am writing on behalf of the English Department to invite you to give a lecture in our college.

　　We know that you are an expert on American literature. As English majors, our students would like to know something about American literature. We would be very grateful if you could give a talk on “Contemporary American Literature” to students of the English Department on Saturday, June 4. If this subject does not suit you, any other similar topic would be welcomed as well.

　　We have already had several very interesting talks from some distinguished(尊贵的) visitors from various countries and we look forward early to the opportunity to benefit from your experience and wisdom.

　　Yours truly,

　　Li Ming

Dear Ms. Smith,

I’m Li Hua, chairman of the Student Union of Yucai Middle School, which is close to your university. I’m writing to invite you to be a judge at our English speech contest to be held in our school on June 15, at Room 501. It is scheduled to begin at 2:00 pm and probably last for three hours. Ten students will deliver their speeches on the given topic “Man and Nature”.

We eagerly hope that you will accept your invitation if it’s convenient for you. Please call me at 44876655 if you have any question. I am looking forward to your reply.

Best wishes.

Yours sincerely,

Li Hua