

Unit 5 Celebrations

Part 3&4
Reading and writing

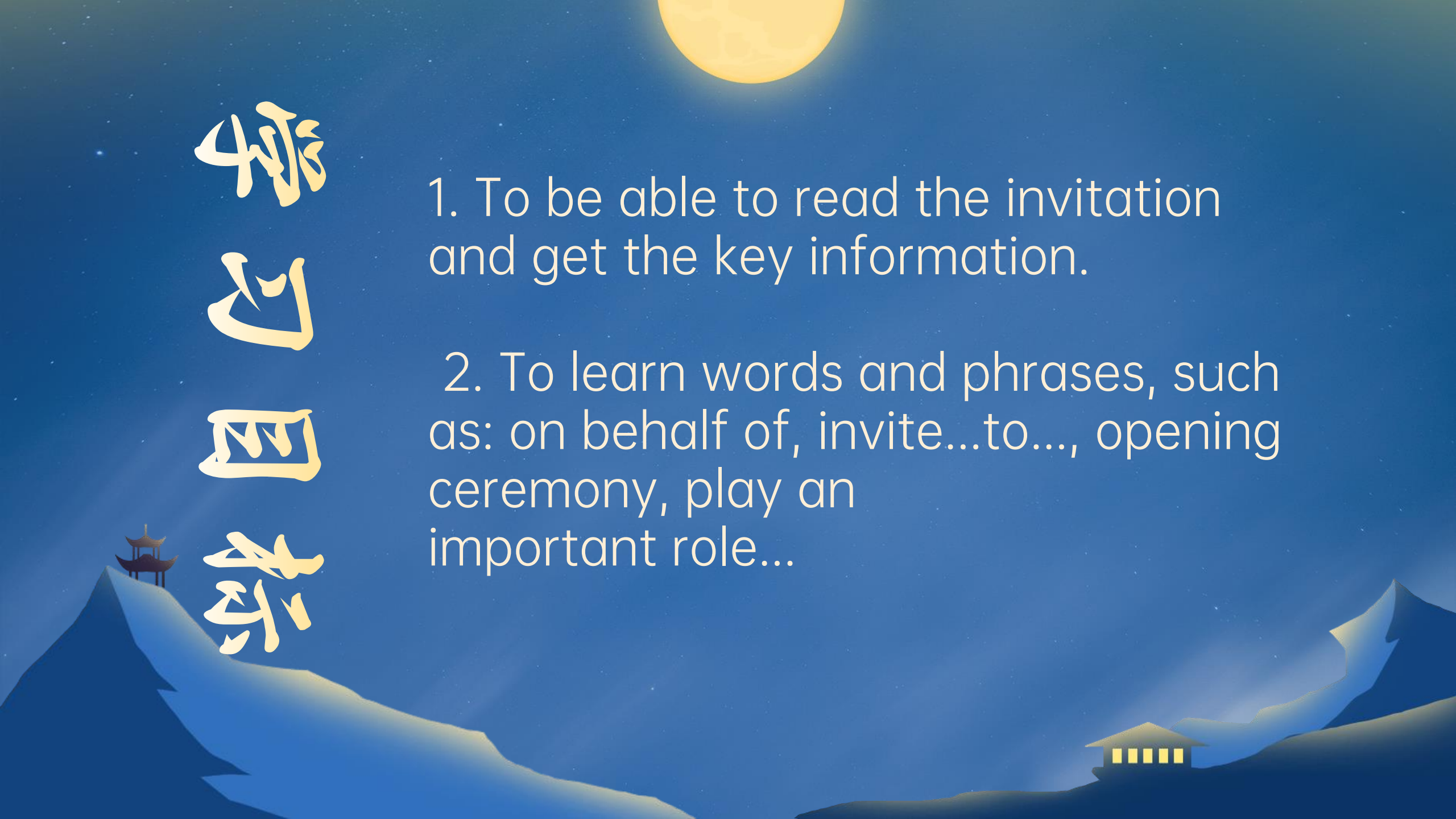


Unit5 Celebrations



Part 03

Reading



邀请函

1.

To be able to read the invitation and get the key information.

2.

To learn words and phrases, such as: on behalf of, invite...to..., opening ceremony, play an important role...

邀请函

Lead in: enjoy a video.

1: What kind of **invitation邀请** did they receive?

A wedding invitation

2.By what **means方式** did they get it?

By letter



MINI TV

Brainstorm: How many ways of invitation do you know?



Read and decide.

阅读以下电子邮件，判断其类型。



个人邮件

☐

personal email

商务邮件

☒

business email

广告邮件

☐

advertisement email

发件人
收件人
主题

From limei@abcshopping.cn

To michael.s@ftclothing.com

Subject Invitation to the Opening of ABC Shopping Mall Shenzhen

What will happen in the event? ✓

Dear Mr Michael Smith,

On behalf of ABC Shopping, I would like to invite you to attend the opening ceremony of our new shopping mall in Shenzhen. The event will be held at 108 Nanping road, Futian district on November 8th at 10:00 am.

FT Clothing and ABC Shopping have been business partners for over ten years. Your support has played an important role in our company's growth. We want to take this opportunity to thank you and to celebrate our success.

We hope you will be able to confirm your attendance before November 1st. We look forward to seeing you at this celebration.

Sincerely yours,

Li Mei

Marketing Manager

ABC Shopping

Reply

Read and complete. 再读电子邮件，从中提取正式邀请函的四项核心信息。

the full name of the person
you want to invite

Mr Michael Smith
(of FT Clothing)

WHO

WHAT

the purpose of the event

the opening ceremony of a
new ABC shopping mall in
Shenzhen

the day and the time of the event

November 8th at 10:00 am

WHEN

WHERE

the full address of the event

108 Nanping road,
Futian district,
Shenzhen



From limei@abcshopping.cn

To michael.s@ftclothing.com

Subject Invitation to the Opening of ABC Shopping Mall Shenzhen

Dear Mr Michael Smith,

1 On behalf of ABC Shopping, I would like to invite you to attend the opening ceremony of our new shopping mall in Shenzhen.

The event will be held at 108 Nanping road, Futian district on November 8th at 10:00 am. **important information about the invitation**

2 FT Clothing and ABC Shopping have been business partners for over ten years. Your support has played an important role in our company's growth. We want to take this opportunity to thank you and to celebrate our success. **why the person was invited**

3 We hope you will be able to confirm your attendance before November 1st. We look forward to seeing you at this celebration.

Sincerely yours, **hope the person will attend the ceremony**

Li Mei

Marketing Manager

ABC Shopping

Reply

Read and match. 再读电子邮件，将邀请函的三个段落与其功能相匹配。

Paragraph

1

Talk about why you are inviting the person to the event.

Paragraph

2

Provide the most important information about the event.

Paragraph

3

Find out if the person can attend the event.

知识讲解

on behalf of 代表

On behalf of ABC Shopping...
代表ABC公司...

例句

eg: All right, I just want to say, **on behalf of**, I hope everyone, we have appreciated and loved you for 12 years. 好的，我想要**代表**，我希望是所有人，表达这十二年来对你们的感谢与喜爱。

Language points

知识讲解

I would like to **invite** you **to attend the opening ceremony** of our new shopping mall in Shenzhen. 我想要邀请您参加我们在深圳新开的商场的开业典礼

例句

invite sb. to sp. 邀请某人去某地

attend 参加

opening ceremony 开幕式

eg: My friend **invited** me **to** her home.

我朋友邀请我去她家。

eg: attend the meeting 参加会议

attend the opening ceremony

出席开幕式

知识讲解

event 事件；

常指重要的大事，如国家的，历史的，国际的或社会大事。

will be held 将会被举行

The **event will be held...**
这个活动将会被举行...

例句

eg: The new book was the culture **event** of the year. 这本新书的出版是今年文化界的**大事**。

eg: The meeting **will be held** this afternoon. 会议**将于**今天下午**举行**。

Language points

知识讲解

Your support has **played an important role** in our company's growth. 您的支持为我们公司的成长**发挥了重大作用**。

例句

play an important role
发挥重要作用

growth 成长

eg: School **plays an important role** in children's growth.
学校在孩子的成长中**发挥重要作用**。

知识讲解

We want to **take this opportunity** to thank you and to celebrate our success. **我们想要趁此机会**感谢您来庆祝我们的成功。

例句

opportunity 机会

a window of opportunity
可乘之机、行事的良机

take the opportunity to do sth
抓住机会做某事

eg: You can **take the opportunity to** know her better.
你可以**借此机会**多了解她。

Language points

知识讲解

We hope you will **be able to confirm**
your **attendance** before November 1st.
我们希望你能能够在最11月1日之前
确认是否能参加。

例句

be able to 能够

confirm 确认

attendance 出席；参加

eg: Please **confirm** your information
beforbooking a ticket.
在订票之前请**确认**信息。

Language points

知识讲解

We **look forward to** seeing you
at this celebration. 我们**期待能**
在庆祝会上见到你。

例句

look forward to **doing** sth
期待做某事

eg: I' m **looking forward to**
meeting you next time.
我期待下一次见到你。

The students are looking forward to
C a school trip.

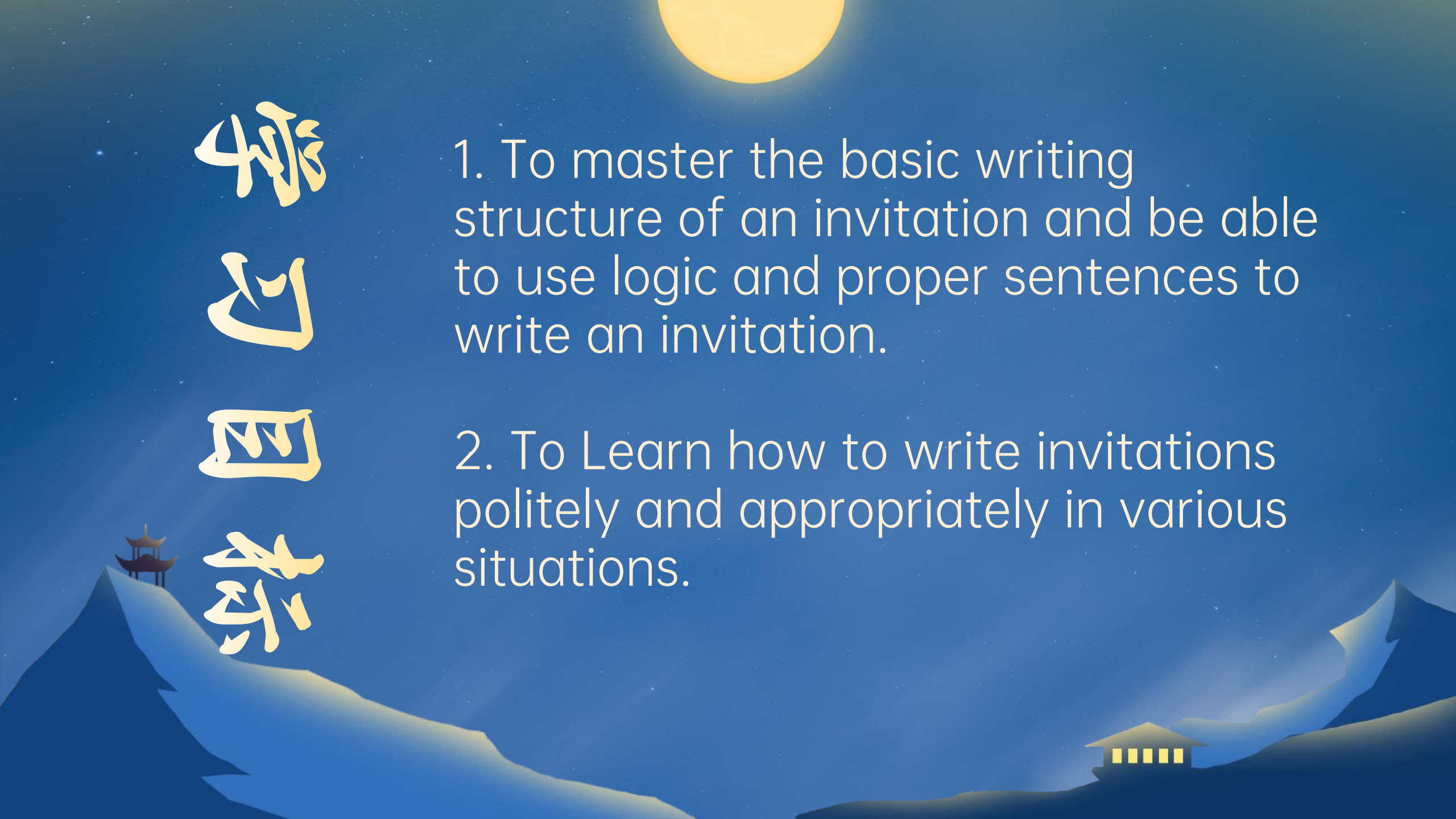
A.have B.had C.having

Unit5 Celebrations

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Part 04

Writing



Unit 4

Lesson 1

Writing an Invitation

Objectives

1. To master the basic writing structure of an invitation and be able to use logic and proper sentences to write an invitation.

2. To Learn how to write invitations politely and appropriately in various situations.

写邀请函的注意事项

1

邀请函的种类

wedding ceremony
婚礼



welcome banquet
欢迎会



opening ceremony
开幕式



birthday party
生日会



写邀请函的注意事项

2

首段：邀请函的类型，时间，地点等信息

常用句式： **I would like to invite you to...**

On behalf of...

The event will be held...



写邀请函的注意事项

3

中段：邀请对方的原因

常用句式: **Your support has played an important role in...**

We have been partners for...

We want to thank you and celebrate...



写邀请函的注意事项

4

尾段：期待对方接受邀请

常用句式： I' d appreciate if you come

I' m looking forward to your reply

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



Read and write. 仿照邀请函，写一封邀请学校的美国交换生参加欢迎宴会的电子邮件。



A Taste of China

Welcome Banquet

For exchange students from the US
交换生

At the banquet you will

- have a taste of Chinese food;
- enjoy performances of Chinese traditional music;
- get to know the school and your schoolmates. 了解

Friday, October 8th
6:30 pm – 8:00 pm
School Cafeteria



New Message

From limei@qq.com

To Exchange students@qq.com

Subject Invitation to the Welcome Banquet



A Taste of China

Welcome Banquet

For exchange students from the US

At the banquet you will

- have a taste of Chinese food;
- enjoy performances of Chinese traditional music;
- get to know the school and your schoolmates.

Friday, October 8th
6:30 pm – 8:00 pm
School Cafeteria



Dear exchange students,

On behalf of our school, I would like to invite you to attend the welcome banquet for all of you from the US. The event will be held in the school cafeteria from 6:30 pm to 8:00 pm on Friday, October 8th.

At the banquet, you will have a taste of Chinese food and enjoy performance of Chinese traditional music. It will also help you to get to know the school and your schoolmates.

We hope you will be able to confirm your attendance before October 1st. We look forward to seeing you at this banquet.

Sincerely yours,

Send

Summary

- 1.代表 **on behalf of**
 - 2.邀请...去... **invite...to...**
 - 3.开幕式 **opening ceremony**
 - 4.将会被举行 **will be held**
 - 5.商业伙伴 **business partner**
 - 6.扮演重要角色 **play an important role**
 - 7.抓住机会做 **take the opportunity to**
 - 8.期待做 **look forward to doing**
- 

Homework

1. Remember the important points of the summary part.
2. Write an e-mail to invite your friend to take part in your birthday party.



Thanks for listening!

