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https://www.100test.com/kao_ti2020/232/2021_2022_2007_E5_B9_B4_E8_80_83_c73_232372.htm 二 . 邀请信 范文 Directions: You want to invite Mr. Williams to give a lecture on "American literature" in your college. Supposed you are the assistant of the English department, write a letter and say: 1) the purpose of the invitation. 2) the time of the lecture. Your letter should be no less than 100 words. You dont need to write the address. Dont sign your own name at the end of the letter, use Linda instead. 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 welcome as well. We have already had several very interesting talks from some distinguished visitors from various countries and we look forward early to the opportunity to benefit from your experience and wisdom. Yours truly, Linda 译文 威廉姆先生：我代表校英语系邀请您来做一次演讲。我们知道您是美国文学方面的专家。作为英语专业的学生，我们想了解一些美国文学的知识。如果你能在6月4日能在英语系做一场“当代美国文学”的演讲，我们将不胜感激。如果您觉得这个题目不合适，任何相似的题目都会很受欢迎。来自不同国家的著名学者已经在我系做过演讲，我

们真诚的期待能够有机会分享您的经验与智慧。 你真挚的：
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