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1.邀请便条： 发出邀请 a April 20, 2008 Dear Fiona, I am going to hold a dinner party with several other friends of ours. The party will be held in Room 6 of Lijing Hotel at 5:00 p.m. today, I sincerely hope you can attend and we will have a very happy time together. Please let me know whether you can make it. Yours, Amelia 发出邀请 b April 20, 2008 Dear Fiona, Here is a piece of good news for you. The \* will give a performance in the \* tomorrow evening. I am sure that you will be happy to watch it .The performance will begin at seven o ' clock sharp. I will wait for you at the theater entrance. Please let me know whether you can make it at your earliest convenience. Yours, Amelia 发出邀请 c April 20, 2008 Dear Professor Zhou, I am Amelia from class 052. I need you to give me some suggestion on my project. If it doesn ' t trouble you too much, shall we have a meet at your office tomorrow? Time is up to you. Respectful yours, Amelia 发出邀请 d ( 通知 ) April 20, 2008 Dear girls and boys in Class 0403, This Saturday evening, from 7 p.m. to 9 p. m., at Singeing dining hall, there will be a ball held by Class 0301. We warmly invite you to take part in it. There you can enjoy yourselves with dance, music and various games. And we ' ll have a chance of communication, which will enhance the friendship between us. Come and enjoy ourselves together. Yours, Mike Monitor of Class 0301 接受邀请 April 20, 2008 Dear Amelia, It ' s so kind of you to invite me to the dinner

party, I would like to come. I will go to the place right after I finish my work at about 5 p.m. this evening. (如果是办在家里 : I shall be very happy to call at your house right after I finish my work at 6:30 this evening.) Thank you again for your wonderful hospitality and I am looking forward to seeing you soon. Yours, Fiona

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