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Directions: Suppose you are the dean of the History Department, Peking University. You want to invite Professor Herb Jason, a well-known scholar of Chinese history, to come to attend an international conference on Chinese history. You ' ll cover the following points: The purpose of the invitation The time and place of the conference Ask him a favor of presenting a lecture to your students during his stay Write your letter in no less than 150 words. Do not sign your own name at the end of the letter. use Li Ming instead. You do not need to write the address. June 23, 2007

Dear Professor Herb Jason, I am Li Ming, dean of the History Department, Peking University. I am writing to invite you to participate in an international convention that is to be held in Beijing from 22th to 25th, July, 2007. Since your visit in Beijing last year, all the teachers that attended your lecture have been deeply impressed with your thorough knowledge and profound understanding of the subject. We would be pleased if you could come, as our guest of honor, to the International Conference on Chinese History, If possible, would you please deliver a speech on whatever subject that interests you. Enclosed in this letter is a time schedule for the event. You would, of course, receive our standard honorarium to cover traveling and other expenses. When you arrive in Beijing, I will certainly meet you at the airport.100test.com Please let me know

your date of arrival if you can come and tell us when you can make the trip. If you have any questions, please don ' t hesitate to contact me. Look forward to your reply. Yours sincerely, Li Ming 100Test 下载频道开通 , 各类考试题目直接下载。详细请访问 www.100test.com