**专题10 道歉信**

【话题导入】

 道歉是中华民族的传统美德，不仅能化解很多矛盾，缓解紧张的人际关系，而且能给自己和对方带来轻松快乐。

【写作指导】

道歉信是因为自己的过失或疏忽,给别人带来了麻烦或损失,发觉后为了给对方赔礼道歉而写的信件。道歉信应该反映出自己具体的过失或疏忽,解释的理由要真实而详细,态度要诚恳,语言要诚挚,从而获得收信人的谅解。

* 写作步骤

第一段:陈述道歉的原因,表达歉意。

第二段:解释原因,取得对方的原谅或重新约定。

第三段:再次致歉,提出补教措施。

* 增色语料

精彩句型：

 1.I am writing this letter to apologize to you for ....

2.I would like to express my deepest apology/regret for not being able to/my failing ..

3.I must apologize for any inconvenience it may have caused you.

4.I must make a sincere and humble apology to you for ...

5.I regret to inform you that I can not/am unable to ...

6.Please allow me to say sorry again.

7.Will you please accept my apology?

8.Please accept my sincere apology for ... once more.

9.I sincerely hope that you will kindly accept my apologies.

* 范文赏析

假定你是李华,与留学生朋友Bob约好一起去书店,因故不能赴约。请给他写封邮件,内容包括:

1,表示歉意; 2.说明原因; 3.另约时间。

注意:1.词数100左右;

2,可以适当增加细节,以使行文连贯。

**任务分析：**这是一篇道歉信,写作中,开篇表明写作意图，表达歉意。随后说明道歉的原因并解释不能赴约的原因。“再次相约”部分，情节适当发挥，情真意切。

**补句成文：** 请根据汉语提示使用恰当的单词、短语或句子补全下面范文中所缺的内容，补全后请通读全文并建议记诵。

Dear Bob,

I am sorry to say that I cannot go to the bookstore with you on Friday afternoon.1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(我刚刚发现那天下午我必须参加一个重要的会议。).I hope the change will not cause you too much trouble.

Shall we go on Saturday morning? We can set out early so that we will have more time to read and select books.2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(如果对你方便的话) , let's meet at 8 30 outside the school gate.If not, let me know what time suits you best. 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(下周放学后我应该随时有空) .

Yours,

Li Hua

答案：1.I have just found that I have to attend an important meeting that afternoon.

2. If it's convenient for you, 3. I should be available any time after school next week.

【且学且练】

假定你是李华,上周你向外教Janet借阅了一本*Reader's Digest*杂志,但你却因故未能妥善保管好这本书,请给外教写封信向她道歉,内容包括;

1,表示歉意;

2.说明原因3,提出弥补措施。

注意:1.词数100左右;

2,可以适当增加细节,以使行文连贯。

Dear Janet,

I'm writing to express my sincere apology, because the magazine, Reader's Digest,which I borrowed from you last week was torn up.

Yesterday afternoon, I was reading the magazine in my study while my pet dog was sleeping beside me. Before dinner, my mom asked me to buy some salt for cooking, so I went to a nearby store. Not until I arrived at the store did I realize I had left the magazine with my dog. Then I rushed back home after paying for the salt without hesitation, only to find it was bitten into pieces by my dog.

Learning that you are a big fan of the magazine, I decide to buy a new one for you. Please accept my sincere apology,

Yours sincerely,

Li Hua