**专题13 请假/留言**

【话题导入】

在日常生活中,人们常会因为一些事情需要向别人请假或者留言。所以掌握请假条和留言条的格式和用法，并能够正确礼貌地运用，对大家在生活中都有着很大的帮助。

【写作指导】

请假条是英语学习者必须掌握的常用应用文之一，它包括请病假和请事假。请假条是用于向老师或上级领导等因身体状况不好或因某事请求准假的场合。

留言条实际上是一种简单的书信，其特点是格式简单，内容简短，经常用于熟识的家人、朋友、同事之间；其目的是尽快地把最新的信息、通知、要求，或者活动的时间、地点转告给对方。

* 写作步骤

第一段,应该开门见山但是有礼貌地提出请假/说明留言内容。第一段要中心明确,写清你要请假的日期/说明留言的原因。

第二段,应该简单明了陈述请假的原因事由/详细说明留言内容。请假需注意叙述清楚明白,并尽可能表示对此带来工作不便的歉意。

第三段,应写上希望获得准假的句子,或者具体等候答复的时间，留言最后要说明希望尽快得到回复与联系。

* 增色语料

精彩句型：

1.I would like to know if l could ask for a casual leave of absence for..days.

2.Due to ... I cannot attend school classes tomorrow.

3.I have just caught a cold, and then I hope I can go to hospital today.

4.I would like to apply for an annual leave from ... to

5.I apologize for the inconvenience my absence from work may cause.

6.I should be very much obliged if you will grant me my request.

* 范文赏析

假定你是某国际学校的学生李华,明天是你奶奶90岁寿辰,你打算请两天假。请你用英语给外籍28班主任Mr. Smith写一张高请假条。内容主要包括:1.说明请假原因和时间;2,保证不影响学习。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：**请假条是最普通的书信形式之一所以要求开门见山，内容简短，用词通俗易懂。文体应该正规，内容需要紧凑，理由要充分。

**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。

October 20th

Dear Mr. Smith,

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(我写信给你是想请假两天。)

Tomorrow is my grandma's 90th birthday and all members of my family will get together in my hometown to celebrate it. My hometown being far away from our school, 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(我要到后天晚上才能回来。)I have reviewed all the lessons we've learned and have previewed what we will learn. Moreover,3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(我保证我一回到学校就会弥补错过的课。)

I hope my request will be given due consideration.

Li Hua

答案：1.I'm writing to you to ask for two days' leave from school.

2.I can't get back until the night of the day after tomorrow.

3.I promise I will make up for the missed lessons as soon as I return to school.

【且学且练】

假设你是李华,星期天你要和你的同班同学李明一起去敬老院参加义务劳动，你去找他,但他没有在家,你给他留言说明要求，内容如下:

(1)9: 30在学校门口集合;(2)带劳动工具(洗衣粉、理发工具、除草工具等);(3)自带午饭，骑自行车前往。

注意:(1)词数100左右;(2)可以适当增加细节,以使行文连贯。

Dear Li ming,

This Sunday we’ll go to the nursing home and do some voluntary labor. you were out, when I dropped in on you. therefore, I had to leave a message to you.

According to what monitor said, we’ll meet at the gate of our school at 9:30 tomorrow morning and start out together by bike. So you should take your bike and don’t forget to take some washing powder, barber tools and weeding tools so that we can help them with washing clothes, cutting their hair and get rid of some weed in the garden. At last, you should remember to take some food for lunch because we’ll stay there for chatting with them at noon.

If you come back, please phone me at once.

Li Hua