

浙江省新高考英语写作



应用文写作 - 关注文体与话题语言3



应用文写作训练3

注意：

文体语言：请假信（条）

话题语言：请假原因

第四部分 写作（共两节，满分40分）

第一节 应用文写作（满分15分）

假定你是李华。下周一至周三因故不能上外教Mr. Smith的英语课，需要向他请假，请你用英文给他写一封电子邮件，内容包括：

1. 解释原因；
2. 请求同意；
3. 弥补措施。

Possible version 1

思考：

加红色下划线部分有什么问题？
如何改善？

Dear Mr. Smith,

I'm writing to ask for a three-day leave, for I can't attend your English classes from Monday to Wednesday next week.

Owing to a severe headache, I have made an appointment with a specialist, and my mother will take me to see him. It's a great pity that I will miss your interesting lessons but I hope you will excuse my absence. I promise to make up for the missed lessons after I return to school.

Your kind permission will be greatly appreciated!

Yours,
Li Hua

Revised possible version 1

注意：

文体语言：请假信（条）

话题语言：请假原因

Dear Mr. Smith,

I'm writing to ask for a three-day leave, for I can't attend your classes from next Monday to Wednesday owing to medical reasons.

It's annoying that I began to have a severe headache since yesterday and it has become too serious to tolerate. I went to the doctor this morning, who gave me a thorough test and said what I want is only adequate sleep. Following his advice, I am taking three days off. I'm sorry I will miss your lessons for three days on end but I hope you will excuse my absence. I promise to make up for the missed lessons after my recovery.

Your kind permission will be greatly appreciated!

Yours,
Li Hua

Possible version 2

思考：

加红色下划线部分有什么问题？
如何改善？

Dear Mr. Smith,

I'm writing to ask for a leave from next Monday to Wednesday. I've signed up an English speech competition, which will last for three days.

To make up for my absence, I promise to try my best, including copying notes from my classmates and finishing the relevant assignments on time. Many apologies for all the inconvenience I may caused you and I would appreciate it if you can grant my request.

Looking forward to your reply!

Yours,

Li Hua

Revised possible version 2

注意：

文体语言：请假信（条）

话题语言：请假原因

Dear Mr. Smith,

I'm writing to ask for a leave from next Monday to Wednesday because of an English speech competition I'm taking part in.

To challenge myself in terms of speaking English, I've signed up for the speech competition, which is expected to start next Monday and last for three days. For my missed lessons, I will try to refer to my classmates' notes and finish the relevant assignments on time. Anyway, I promise not to be left behind academically due to my absence.

Many apologies for all the inconvenience I may cause you and I would appreciate it if you can grant my leave request. Looking forward to your reply!

Yours,
Li Hua

Possible version 3

思考：

加红色下划线部分有什么问题？
如何改善？

Dear Mr. Smith,

I'm Li Hua, a student of yours. I'm writing to ask for a leave and I feel very sorry that I have to miss your English classes from Monday to Wednesday next week.

Recently I received the news of my mother's being ill. Therefore, I need to take care of her during next Monday and Wednesday. I'm wondering if it's possible for you to approve my temporary absence from your class. By the way, may I take the liberty of asking you to borrow the notes and ppts after I return, from which I can learn as a compensation of my missing class?

Your approval and selfless helping hand will be highly appreciated!

Yours sincerely,
Li Hua

Revised possible version 3

Dear Mr. Smith,

I'm Li Hua, a student of yours. I feel very sorry that I have to miss your English classes from Monday to Wednesday next week.

This morning my mother has suddenly fallen ill and the doctor said that she has to stay in hospital for at least three days. Since my father works in another city, I consequently shoulder the responsibility to take care of my mother. Please approve my temporary absence from your class, and by the way, would you please be kind enough to save your teaching document? With the documents I think I can teach myself the lessons I miss.

Your approval and selfless help will be gratefully appreciated!

Yours sincerely,

Li Hua



写作训练4

假如你是学生会主席李华,发现部分同学因忙于学习而影响了健康。为此你决定向全校同学发出以“**管理自己的健康**”为主题的**倡议书**,内容要点包括:

- 1.提出问题;
2. “管理自己的健康” 的意义及倡议。