* **高中英语应用文写作---道歉信学案
Letters of Apologies**
* **学习目标： Learning Goals**
* **After learning this lesson, you will**
1. **learn about the structure and contents of apology letters;**
2. **write the points completely and clearly.**
3. **make your writing more coherent.**
4. **use appropriate expressions in your writing and mind your tone.**
5. **use some advanced expressions and sentence patterns to write a letter.**
6. **know what a good letter of Apologies is like.**
* **🕉Lead in：道歉信使用场合**

**把握道歉信的特点：The Characteristics of Letters of Apologies**

* 🙵**Writing preparations**

**🙪Part 1: Beginning - Lead/Introduction (Greetings) + background + Purpose of writing the letter【开头段-表明写信目的🡺开门见山+表示歉意】**

1. **I ­\_\_\_\_\_\_\_\_\_\_\_ you that I am unable to …**

**我很遗憾的告诉你，我不能…**

1. **I am very \_\_\_\_\_\_\_\_\_\_\_ my \_\_\_\_\_\_\_\_\_\_\_/thoughtlessness / \_\_\_\_\_\_\_\_\_\_\_.**

**我为我的粗暴/考虑不周/不礼貌道歉。**

1. **I \_\_\_\_\_\_\_\_\_\_\_ at being \_\_\_\_\_\_\_\_\_\_\_ help you.**

**我对不能帮助你表示遗憾。**

1. **I apologize most sincerely for\_\_\_\_\_\_\_\_\_\_\_ that day. I \_\_\_\_\_\_\_\_\_\_\_ you.**

**我诚挚地为那天我说的话向你道歉。我不是有意伤害你。**

1. **I am indeed \_\_\_\_\_\_\_\_\_\_\_, but believe I \_\_\_\_\_\_\_\_\_\_\_ to…**

**对于我说的话，我确实感到很抱歉。但请相信， 我并非故意要…**

1. **I \_\_\_\_\_\_\_\_\_\_\_the appointment.**

**我别无选择只好取消约定。**

**🙪Part 2: Body Arrangements --- General-Part-General**

**【中间段-解释原因🡺取得对方原谅🡺重新约定】**

**1. 要点2个原则：Complete; concrete**

**2. 语言3个 原则：conciseness; sincere; accurate**

** Suitable Details?  apologize sincerely, accurately(语言要诚挚，态度要诚恳) state your reasons in a persuasive way**

**🙪Part 2: Body Arrangements --- General-Part-General**

**【中间段-解释原因🡺取得对方原谅🡺重新约定】**

1. **I did not \_\_\_\_\_\_\_\_\_\_\_ your feelings. 我不想伤害你的感情。**
2. **Just now I \_\_\_\_\_\_\_\_\_\_\_ attend an important \_\_\_\_\_\_\_\_\_\_\_ on the very day.**

 **刚才我得到通知那天要参加一个重要的志愿者活动。**

1. **I do \_\_\_\_\_\_\_\_\_\_\_for \_\_\_\_\_\_\_\_\_\_\_I have made.**

**为我造成的混乱，我真心请求你的原谅。**

1. **We \_\_\_\_\_\_\_\_\_\_\_ such a matter will never happen again.**

**我向你保证这样的事情不会再发生。**

1. **Much \_\_\_\_\_\_\_\_\_\_\_, I cannot join you and your family, because I will \_\_\_\_\_\_\_\_\_\_\_then \_\_\_\_\_\_\_\_\_\_\_ coming the day after tomorrow.**

**让我遗憾的是，我不能和你及家人在一起，因我忙于准备后天即将到来的重要考试。**

1. **I \_\_\_\_\_\_\_\_\_\_\_ it and want you to know what happened.**

**为此我感到非常内疚，所以想告诉你实情。**

1. **I fear you \_\_\_\_\_\_\_\_\_\_\_ my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, but I hope you will forgive me.**

**恐怕你会因为我的失约而不高兴，但是希望你能原谅我。**

**🙪Part 3: Ending --- hope/wishes**

**【结尾段-提出弥补措施🡺再次表示道歉，🡺希望对方谅解】**

1. **Please \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ again.**

**请允许我 再说一次抱歉。**

1. **I hope you will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**希望您能接受我的道歉。**

1. **I hope the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of this matter can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**我希望这件事情的解决能满足你的愿望。**

1. **To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I decide to ... 为了弥补你的损失，我决定…**
2. **I am sorry that I can’t \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that I’ll \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Beijing with you next weekend.**

**我很抱歉我不能遵守下周末和你一起去北京参观的诺言。**

1. **I sincerely hope you can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and accept my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**我真诚地希望你能理解我的处境，并接受我的道歉。**

**【道歉信写作模板】：**

**Dear\_\_\_\_\_\_,**

**🙪Part 1: Beginning - Lead/Introduction (Greetings) + background + Purpose of writing the letter【开头段-表明写信目的🡺开门见山+表示歉意】**

**①Thank you for your letter of \_\_\_\_\_\_\_ （收信日期）. I’m writing to tell you that I cannot ­­\_\_\_\_\_ （道歉的原因）I am feeling terribly sorry for\_\_\_\_\_\_.**

**🙪Part 2: Body Arrangements --- General-Part-General【中间段-解释原因🡺取得对方原谅🡺重新约定】**

 **② Here is the reason why I can’t \_\_\_\_\_\_\_. （过失的原因）Since \_\_\_\_\_\_ (具体某件事)is around the corner, I decide to do\_\_\_\_\_\_ . I hope you can understand my situation and forgive me.**

**🙪Part 3: Ending --- hope/wishes【结尾段-提出弥补措施🡺再次表示道歉🡺希望对方谅解】**

**③ What about doing \_\_\_\_\_? (提出弥补方法) If you are free, we will have a wonderful time together. It’s much to my regret that I missed the chance of \_\_\_\_\_\_. Once again, please accept my sincere apology. （再次道歉）**

**Yours sincerely,**

**\_\_\_\_\_\_\_\_\_**

* **应用文写作—道歉信**

**（2016·全国卷三）【道歉信-因故不能和Bob一起去书店表歉意】**

 **第一节：应用文写作（满分15分）**

**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80左右；**

**2.可以适当增加细节，以使行文连贯。**

**应用文-----⮚🙵道歉信【（因故不能应约共进晚餐表歉意）】**

**Writing (浙江五校联考)**

**第一节：应用文写作（满分15分）**

**假如你是李华,你的好友Tom想约你明晚和他家人共进晚餐,但你因故不能应约。请根据以下要点用英语给他写一封电子邮件:**

**1.表示歉意;**

**2.解释原因;**

**3.弥补方法。**

**注意:1.词数80左右;**

**2.可以适当增加细节,以使行文连贯。**

**⮚🙵应用文-【⮚🙵道歉信（不能参加“中国传统文化日”活动表歉意）】**

**第一节：应用文写作（满分15分）**

**假如你是李华,你和外教Christina原定于本周六上午一起参加“中国传统文化日”活动。但因故你不能履约，请根据以下要点用英语给她写一封电子邮件，内容包括:**

1. **告诉她不能履约；**
2. **解释爽约的原因；**
3. **希望她谅解。**

**注意: 1.词数80左右;**

 **2.可以适当增加细节,以使行文连贯**

**【🙵道歉信（由于腿部受伤不能和朋友一起去云南旅游表歉意）】**

**第一节：应用文写作（满分15分）**

**（2014北京卷）假如你是李华, 你给英国朋友Chris写封信，内容包括：**

1. **你们原计划7月份一同去云南旅游；**
2. **由于脚步受伤，你无法按原计划前往；**
3. **表达你的歉意并建议将旅行推迟到8月份。**

**注意: 1.词数80左右;**

 **2.可以适当增加细节,以使行文连贯**