# 高中英语应用文写作---2021年11月高三9+1联盟应用文讲评

浙江省慈溪中学 宋浩颖 李晓燕

## 教学目标：

1. 结合2021年11月高三9+1联盟的道歉信实例学习如何写作道歉信；

2. 明确道歉信写作的基本框架；

3. 把握道歉信的语言特点，归纳道歉用语；

4. 通过两份道歉信练习进行实践写作。

## 教学思路：

* 1. **呈现2021年11月高三9+1联盟应用文道歉信题目**
  2. **审题**。明确本篇应用文的使用场景、内容要点以及框架结构；把握道歉信的语言风格要真挚诚恳、清晰明白

场景：上学期向外教Alex借了一本书，未及时归还，现在Alex已经回到美国

要点：表达歉意、说明原因、归还事宜

框架：首段说明道歉的原因并表达歉意

中段说明未及时归还的原因并告知如何归还

尾端再次道歉

* 1. **结合题目说明道歉信要涵盖的四个基本内容**
  2. **Expression of regret**

首段表示歉意的常用句式：

1. I am writing to **apologize /make an apology to you for…**
2. I’m writing to **express/extend/convey/show my deepest apology** to you for..…
3. I must beg your **forgiveness**/Please **forgive** me for …
4. I **feel terribly sorry** for…
   1. **Explanation of what went wrong**
      1. 说明为何道歉：“上学期你向外教Alex借了一本书，未及时归还”

“fail to return the book before you went back to America”

使场景语言更加丰富，可以加入细节如书名等

didn’t give you back the book Contemporary American Literature, which I borrowed from you last term.

* + 1. 解释原因：原因表达要清楚明白，切忌语言冗杂拖沓

可能的原因：

1）忙于学习还未读完

I have been so occupied with recent study that I can barely find any time to enjoy reading.

2）不小心落在别处

The truth is, I accidentally left the book at my uncle’s and it was not until yesterday that I realized the mistake.

* 1. **Offer of repair 告知归还事宜**

相关词汇： post, send, mail, express

* I will mail/post it to you early tomorrow morning.
* I will send it to you by mail/post tomorrow morning.
* I can also send a copy of it by email if it is urgently needed.
* I will fly to New York next month as an exchange student so perhaps I can bring it to you in person if it is convenient.

此处也可加入更多细节使得场景更加具体真实，同时丰富道歉信语言

* The book will be well-packed…
* For all the inconvenience I caused, please accept the small gift I attached in the package.
* I wonder if you could write me your exact address so that…
  1. **Request for forgiveness 尾端再次道歉**

常用句式：

1. Please allow me to say sorry/apologize to/make an apology to you again.
2. Many apologies again. I do hope you will excuse me for …
3. Once again, I'm truly sorry. Hope…
4. Sorry again for all the inconvenience I caused.
   1. **呈现9+1应用文的两篇范文，对照框架分析要点排布，赏析语言表达**
   2. **由此及彼，举一反三**

进行另一封道歉信的写作。提醒学生可迁移使用的知识是道歉信的基本格式，而道歉事由的写作每篇都有所不同，道歉事由要写得言简意赅，不要节外生枝。