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公众号：溯恩高中英语



冲刺**2021年**  
**6月**高考

## 高中英语应用文写作

# 道歉信

*Letters of Apologies*

杭州二中许丽君



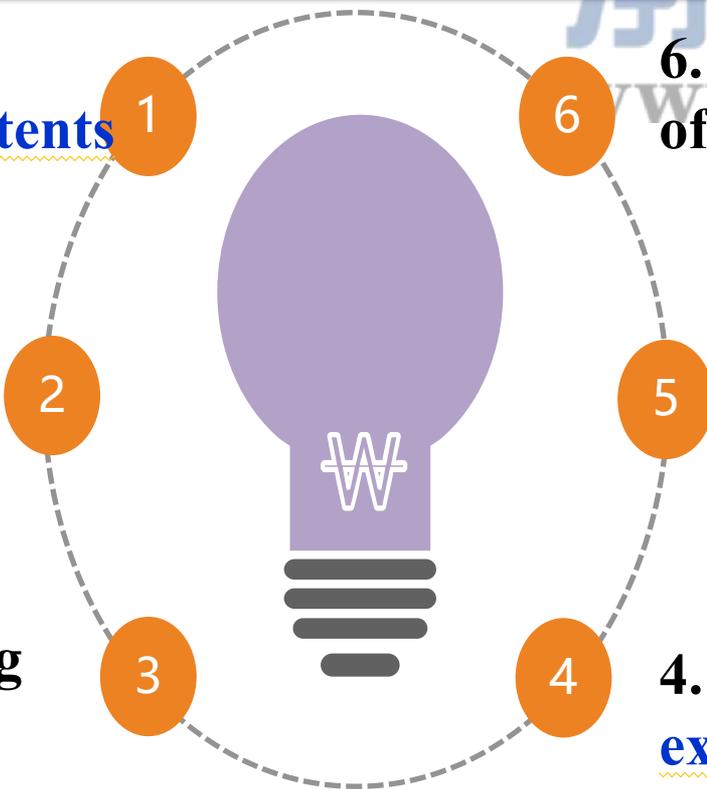
▶ 学习目标: **Learning Goals**

▶ 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**.



6. know **what** a good letter of Apologies **is like**.

5. use some **advanced expressions** and **sentence patterns** to write a letter.

4. use appropriate **expressions** in your writing and **mind your tone**.





**Lead in: 道歉信使用场合—Occasions that call for Apologies**  
**When do you need to write letters of Apologies?**

✧ Someone's failure to keep a promise

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✧ Forgetting to invite someone

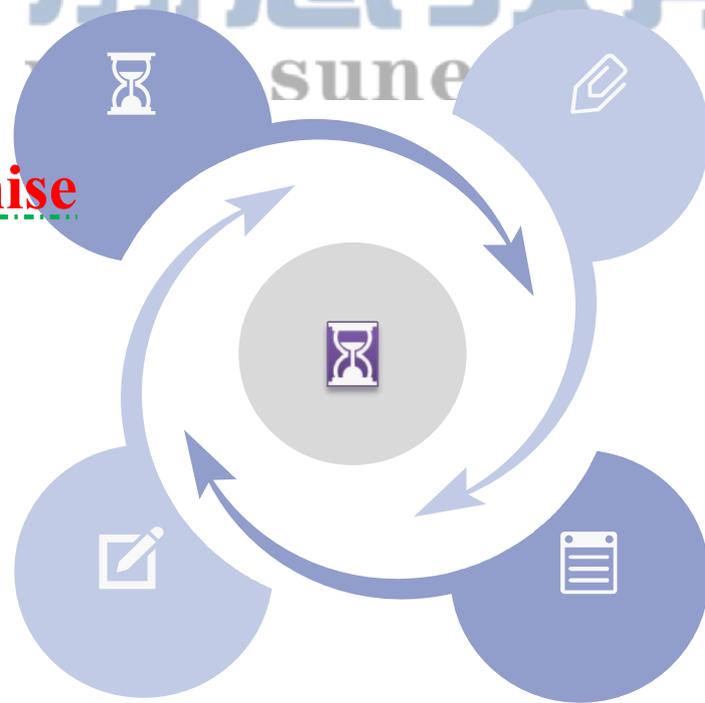
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✧ Rude behavior

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✧ Inappropriate behavior

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Lead in: 把握道歉信的特点

- **The Characteristics of Letters of Apologies**
- 道歉信应该反映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，取得收信人的谅解。





# Lead in: 道歉信写作基本步骤---4步走

4. 再次致歉，希望得到理解

3. 提出补救办法

2. 说明具体原因

1. 表示歉意





# Lead in: Framework/structure 道歉信写作框架

## Letters of Apologies --- **Readers-based**

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





# 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 regret to inform you that I am unable to ...
  - 我很遗憾的告诉你，我不能...
2. I am very sorry for my rudeness/thoughtlessness / bad manners.
  - 我为我的粗暴/考虑不周/不礼貌道歉。
3. I express my regret at being unable to help you.
  - 我对不能帮助你表示遗憾。





# 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】

4. I apologize most sincerely for what I said that day. I didn't mean to hurt you.

- 我诚挚地为那天我说的话向你道歉。我不是有意伤害你。

5. I am indeed sorry for what I said, but believe I had no intention 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...

6. I have no choice but to cancel the appointment.

- 我别无选择只好取消约定。





## Writing preparations

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### 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





# Writing preparations

## 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 mean to hurt your feelings. 我不想伤害你的感情。
2. Just now I was informed to attend an important voluntary activity to be held 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。
3. I do beg your pardon for the mess I have made.
  - 为我造成的混乱，我真心请求你的原谅。
4. We assure you that such a matter will never happen again.
  - 我向你保证这样的事情不会再发生。





# Writing preparations

## Part 2: Body Arrangements --- General-Part-General

- 【中间段-解释原因→取得对方原谅→重新约定】

5. Much to my regret, I cannot join you and your family, because I will be fully occupied then with an important exam 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。

6. I feel awfully sorry about 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。

7. I fear you are displeased at my failing to keep my promise, 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。





## Writing preparations

### 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 allow me to say sorry again.
    - 请允许我再说一次抱歉。
  2. I hope you will accept my apology.
    - 希望您能接受我的道歉。
  3. I hope the settlement of this matter can meet your wishes.
    - 我希望这件事情的解决能满足你的愿望。





## Writing preparations

### 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**】

4. To compensate for your loss, I decide to ...

为了弥补你的损失，我决定...

5. I am sorry that I can't keep my promise that I'll pay a visit to 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。

6. I sincerely hope you can understand my situation/think in my position and accept my apologies.

- 我真诚地希望你能理解我的处境，并接受我的道歉。





**\*Writing help: Useful words and expressions:**



- irresponsible
- overlooked
- **pardon**
- regrettable



- **repair**
- thoughtless
- **unaware**
- unfortunate



- unintentional
- unsatisfactory
- **unwise**





## Writing help: Useful phrases

- ♥ I am sorry you were dissatisfied with
- ♥ it was embarrassing to discover that
- ♥ it was most understanding of you to
- ♥ discover/learn that
- ♥ avoid this in the future
- ♥ correct the situation
- ♥ express my regret
- ♥ feel sorry/terrible/bad about
- ♥ how can I apologize for





## Writing help: Useful phrases

- ♥ I am most upset about
- ♥ sincerely regret/apologize
- ♥ sorely regret
- ♥ sorry for the inconvenience / confusion
- ♥ mix-up/misunderstanding
- ♥ my apologies for any inconvenience
- ♥ please accept my apology/apologies for
- ♥ until you are completely satisfied
- ♥ we regret to inform you that





## Writing help: sentences

- ✚ 1. This will not, of course, happen again.
- ✚ 2. We apologize for the delay-it is unfortunately unavoidable.
- ✚ 3. We are sorry/apologize for any embarrassment this has caused you.
- ✚ 4. We look forward to continuing to serve you.
- ✚ 5. We owe you an apology.





## 道歉信写作模板

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

① Thank 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 \_\_\_\_\_.

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.

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,*





# Evaluation

Work in groups. Every student read the article and others **remark** on others' article. Then choose the best one to present before the class. When you are discussing, you can note the following hints.

<i>Goal</i>	<i>Have you made the purpose clear?</i>
<i>Frame</i>	<i>Does the structure conform to the requirements?</i>
<i>Language</i>	<i>Are the sentences brief and accurate? Is the language smooth and fluent?</i>
<i>Main points</i>	<i>Have you contained all the points of view?</i>
<i>Proper details</i>	<i>Are the details suitable?</i>
<i>Clear Logic</i>	<i>Is the logic clear and well-organized?</i>



# 应用文写作 道歉信 题型训练





## 道歉信题型训练-1 (2016·全国卷三: 因故不能和Bob一起去书店致歉)

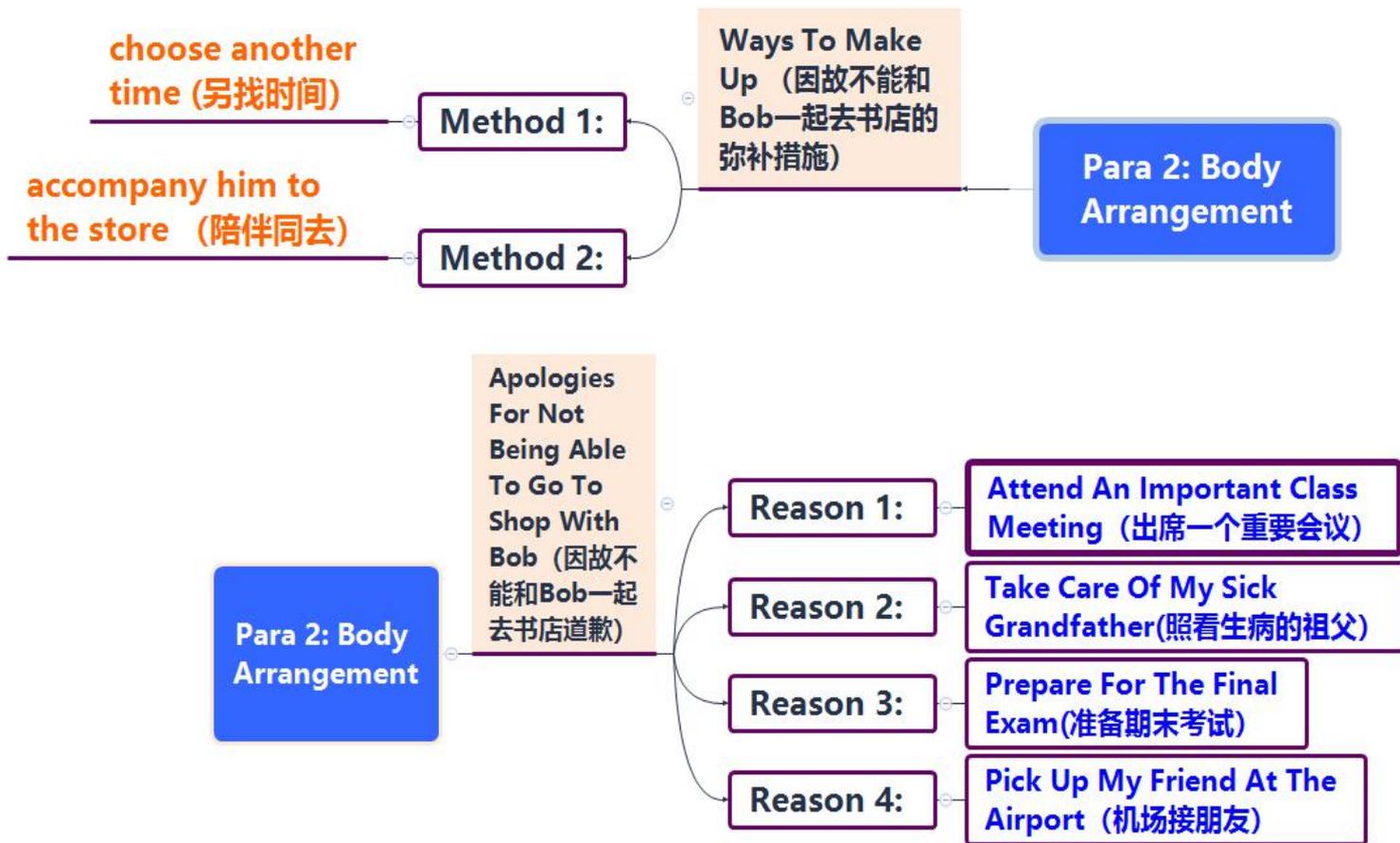
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### 第一节: 应用文写作 (满分15分)

- 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。



# 道歉信 思维导图





## 道歉信范文 (2016·全国卷三: 因故不能和Bob一起去书店致歉)

- 【参考范文 Possible Version 1:】

- Dear Bob,

- I'm sorry to say that I cannot go to the bookstore with you on Friday afternoon. I have just found that I have to attend an important class meeting that afternoon. 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'll have more time to read and select books. If it's convenient for you, let's meet at 8:30 outside the school gate. If not, let me know what time suits you best. I should be available any time after school next week.

Yours,  
Li Hua





## 道歉信范文 (2016·全国卷三: 因故不能和Bob一起去书店致歉)

- 【参考范文 Possible Version 2:】

- Dear Bob,

- ① I'm writing to tell you that I cannot go to the bookstore with you **at our appointed time**. I am **feeling terribly sorry for** that and I hope you can understand me.

- ② **The reason why** I **won't be available** at that time is that my grandfather **felt ill** suddenly yesterday and now he is in hospital. My family are **taking turns** to take care of him in the hospital. So I have to **stay with him** that day.

- ③ **What about going to** the bookstore next Sunday? If you are free, we will **have a wonderful time** together.

- 
- 

Yours,  
Li Hua





## 道歉信范文 (2016·全国卷三: 因故不能和Bob一起去书店致歉)

### 【参考范文 Possible Version 3:】

- Dear Bob,
- (表示歉意) I'm sorry to say that I might have no choice but to break my promise of going to the book store with you. (说明原因) I have just been informed that our class is going to hold an important meeting on Saturday afternoon---exactly the time we shall meet. What an awful coincidence! I feel so sorry about it.
- (另约时间) Now that I'm not able to be present on time, shall we choose another time? I'll be available any time after the meeting. Will Sunday morning suits your convenience? If so, we can meet then and I'm sure we will have a good time together.
- (再次致歉) I make an apology again for not going to the book store with you as promised. I sincerely wish we can have fun next time.

Yours,  
Li Hua





## 道歉信范文 (2016·全国卷三: 因故不能和Bob一起去书店致歉)

### 【参考范文 Possible Version 4:】

- **Dear Bob,**
- (表示歉意) I am sorry to tell you that I cannot go to the bookstore with you on Friday afternoon. I am upset about breaking my promise. (说明原因) Now I should make an apology to you because they told me there would be an important meeting for me on Friday afternoon. I hope the change will not bring you too much trouble.
- To have more time to read and select books, I suggest that we set out early. (另约时间) Let's meet at 8:30 am outside the school gate. Is it convenient for you if we go next Saturday morning? If not, let me know what time suits you best. I promise to come on time next week.

*Yours,*

*Li Hua*





## 道歉信范文 (2016·全国卷三: 因故不能和Bob一起去书店致歉)

### • 【参考范文 Possible Version 5:】

• Dear Bob,

• (表示歉意) I'm writing this letter to **express my regret to** you. I am **extremely sorry to tell you** that I cannot go to the bookstore with you on Friday afternoon.

• (说明原因) **The reason why** I can't **accompany you** to buy books is that I have to attend an important class meeting that afternoon. I **sincerely hope** that you can understand me and **forgive** me. (另约时间) I will **be very grateful** if you are kind that we will go on Saturday morning next week.

• I will try to **make up for my fault**. (再次致歉) I apologize **for any inconvenience** I have caused.

Yours,

Li Hua





## 道歉信范文 (2016·全国卷三: 因故不能和Bob一起去书店致歉)

### • 【参考范文 Possible Version 6:】

• Dear Bob,

• I am sorry to tell you that I can't go to the bookshop with you on Sunday morning as we planned last week. I am writing to apologize for breaking my promise.

• Here is the reason why I can't go to the bookstore with you. Since the final exam is just around the corner, I decide to stay at home to go over my lessons. You know, I didn't do well in the last exam. So I want to devote all my spare time to working on my lessons in order to get good scores in the final exam. I am wondering if we can go to the bookstore on the second Sunday in January. Sorry again for the inconvenience caused to you. I promise to come on time next time.

• Look forward to your early reply.

Yours,  
Li Hua





## 道歉信题型训练-2 (浙江五校联考: 因故不能应约共进晚餐表歉意)

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- 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。





## 道歉信范文 (浙江五校联考: 因故不能应约共进晚餐表歉意)

### • **【Writing Sample: Possible Version 1 (浙江五校联考)】**

• Dear Tom,

• **Thank you for your invitation** to have dinner at your home tomorrow evening. Unfortunately, it is **much to my regret** that I cannot join you and your family, because I will **be fully occupied** then **for** an important exam coming the day after tomorrow.

• **I feel terribly sorry** for **missing** the chance of such a happy **get-together**, and I hope that all of you enjoy a good time. Is it possible for you and me to have a private meeting afterward? If so, please **don't hesitate to** drop me a line about your **preferable date**. I do long for a pleasant chat with you.

• Please allow me to say sorry again.

Yours,  
Li Hua





## 道歉信范文 (浙江五校联考: 因故不能应约共进晚餐表歉意)

### • **【Writing Sample: Possible Version 2(浙江五校联考)】**

• Dear Tom,

• **I'm grateful and honored to be invited to have dinner** at your home tomorrow evening.

• However, it's **regretful** that I'm **so engaged in** my study to prepare for the important **approaching final examination** that I can't **spare time** to join you and your family. I **am extremely sorry** that I won't have such a good chance to **have a get-together** with you, hoping all of you enjoy a pleasant time. **Are you available to** have a personal meeting afterward? If you are free, please let me know **the specific time** for the appointment. I really hope to **have a great time with** you.

• **I sincerely hope you can understand my situation. Please accept my most cordial apology again.**

Yours,  
Li Hua





## 道歉信题型训练-3 (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





## 道歉信范文（不能参加“中国传统文化日”活动表歉意）

- 【**参考范文** Writing Sample】

- Dear Christina,

- I'm writing to **apologize to you** for **not being able to** participate in the Chinese Traditional Cultural Day activity **to be held** on the Saturday morning with you as we planned last week.

- **To be honest**, I wish I could join in the activity, but I am afraid I will **not be available** because I **was informed** yesterday that I would have to go to Nanjing for a contest on the morning of Saturday. **That is why** I can't go with you. **I am awfully sorry** for **breaking my promise** and I **apologize for** any **inconvenience** it brings to you. I hope you can understand me.

- Wish you a good time there.

Yours,  
Li Hua





## 道歉信题型训练-4 (2014北京卷: 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

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## 道歉信题型训练-4 (2014北京卷: 由于腿部受伤不能和朋友一起去云南旅游表歉意)

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### • 写作提示:

1. 写作步骤: 按照命题中汉语提示先后顺序, 开门见山, 表明写信目的, 说明原因, 表示歉意, 提出修改原计划的建议;
2. 注意使用客套用语;
3. 时态: 以一般现在时为主。





## 道歉信范文 (2014北京卷: 由于腿部受伤不能和朋友一起去云南旅游表歉意)

### • 【参考范文 Possible Version】

• Dear Chris,

• (开头句) How is everything going? (说明不能履行原计划的原因) I remember I planned to accompany you to visit Yunnan in July, but I'm sorry that I can't keep my promise that I'll pay a visit to Yunnan with you, because my left foot was injured, I cannot go with you as planned/scheduled.

• (表示歉意并提出建议) I'm sorry about it. Can I suggest that we put it off until early August? I wish you could understand.

• I'm looking forward to hearing from you soon.

Yours,

Li Hua





Thanks

