

应用文写作 第6小节 复习笔记

关注文体与话题语言 — 请假信

1. 写作训练 - 投诉信

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。

文体语言：请假信(条)

话题语言：请假原因

Tips: 写请假条首先要说清楚原因；第二表示对缺席对方上课或者活动的遗憾，适当地表达心情来引起对方的共鸣和体谅；同时要向老师展示希望得到批准的期许，对老师能理解并同意请假表示感谢。

2. 习作分析

学生习作一：

思考：红色下划线的这一部分内容有什么问题？可以如何来改善？

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

老师点评：

李华头痛要请假去看医生，为什么要请三天的假？是因为医院很远，需要长途跋涉，路上要用到三天，还是看病的过程需要三天，还是需要休息三天？要对请假3天进行解释，避免读者产生疑问。

specialist 专家，在英语的表达当中，专家是某一行业的拔尖人才。看医

生，最好还是使用 doctor 之类的称呼医护人员的名词。

习作一修改版：

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

老师点评：

第一段把请假的原因写出来，如果原因比较复杂，可以先用简洁的语言让对方大致明白你请假的原因范围。

It's annoying that I began to have a severe headache since yesterday and it has become too serious to tolerate. 昨天开始头疼，而且是疼的要命；
I went to the doctor this morning, who gave me a thorough test and said what I want is only adequate sleep, 我已经去看过医生了，他给我做了全身的检查，告诉我，我只是需要充足的睡眠；

Following his advice, I am taking three days off, 他建议我休息三天，这样请三天假就有来源；

希望老师能够体谅我的缺席，我康复以后一定会把缺的课补起来的。看到这篇请假信，一般老师都不会拒绝这样的请假，所以这是一封成功的请假信。

学生习作二：

思考：红色下划线的这一部分内容有什么问题？可以如何来改善？

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

老师点评：

signed up, 表达报名参加的意思。正确的用法是 sign up for an English speech competition;
copying notes 是中国特色学习方法, 在西方教育体系当中并不提倡, 所以在英语话语体系当中有点格格不入的感觉;
may caused, 是语法错误。

习作二修改版：

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

老师点评：

I am writing to ask for a leave from next Monday to Wednesday because of an English speech competition I'm taking part in. 写作中我们鼓励多用复合句, 可以把两个点连接起来, 写在一个句子中;
请假原因: 参加演讲比赛, 是为了在英语方面挑战自己, 而这个演讲比赛将在下周一开始, 并持续三天;

弥补措施：For my missed lessons, I will try to refer to my classmates' notes and finish the relevant assignments on time. 这里把 copy notes 做了修改，用了 refer to，我会参考同学的笔记补习课程内容，并且及时的完成相关的作业。不管怎么样，请老师放心，我不会因为这次请假而造成学业上的退步；

如果我的请假给您引起了麻烦，那么请您体谅。感谢您同意我的请假申请。

学生习作三：

思考：红色下划线的这一部分内容有什么问题？可以如何来改善？

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

老师点评：

这里写了自我介绍，合情合理，但没有写出请假的原因；

请假原因：Recently I received the news of my mother's being ill, 最近我收到了妈妈生病的消息，这样的表达很奇怪；

may I take the liberty of 有种文言文的感觉，其实读起来奇怪。

国外的老师很少用 PPT，老师是否用 notes 也是一个问题。refer to my classmates' notes, 向同学借更加合理一些；

as a compensation 用法是 as a compensation for my missing class. 一般指的是因一些不周到的事情向对方进行补偿，用在这里也不合适；

helping hand 过于随便。

习作三修改版：

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 due to some personal reasons.

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

老师点评：

由于个人原因，我想要请假 1-3 天。信息整合，简明扼要，老师看了一目了然；
请假原因：今天早上妈妈突然生病了，医生说她要住院三天，那么这样你需要请假三天的理由也很充分；
我爸爸在外地工作，家里只有我一个人，所以我有责任和义务去照顾妈妈。这里的 shoulder 作动词用，shoulder the responsibility，承担这个责任；
请同意我暂时请假，您是否可以保留讲课的文稿。teaching document 是外教边讲课边呈现的要点；
最后你的许可，还有你无私的帮助，将受到我的不胜感激。

总结：

高度关注语言，写作过程中清晰地把握文体语言和话题语言，多读好的文章，记住好的表达。