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便条是一种简单的书信。虽然内容简单，但却有其独特的风格。主要目的是为了尽快地把最新的信息、通知、要求或者活动的时间、地点转告给对方。常见的便条有欠条、留言和请假条等。特点：文内语言尽量通俗口语化，简单扼要，直截了当，无需使用客套语言。In a roundabout way 便条虽简单，但中心务必突出，更要注明活动的时间及地点。便条不需邮寄，不用信封。通常请人代为转交。有时可写在留言板和留言簿上。基本写作格式：便条内容和类型不尽相同，可以灵活变通。但各类便条必须包括以下几个基本要素；1) Date：便条日期2

) Salutation：称呼3) Body：正文4) Signature：署名 样例：
欠条；留下字据，表示欠某人某物。条据上需写明钱物名称和数量、立据人及日期。不得涂改。 Sept. 16th, 2002 Borrowed from the Foreign Language Department Reference Library three books as follows: A copy of English History and Anthology of English Literature by Wu Weiren A copy of A Survey of American Literature by Chang Yaoxin A copy of World Literature by Jiang Chengen. Wu Zhuo For the Office of Social Science Department 留言；用书面留下要说的话。留言涉及的方面很多，包括约会，通知，请求等任何可用便条留下的口信。 Tuesday Dear Li, As the Spring Festival is drawing near, Im very glad to invite you to come to a dinner party with several other friends of ours. Im sure we will have a very happy time and enjoy ourselves thoroughly. Would

you like to come on time at 5:00 p.m. today, to Room 6 of Lijing Hotel? Yours always, Jiayang

请假条：往往指由于生病或特殊情况不能亲自当面请假，用假条的形式告假。所以，请假条大多是病假条。可以自写，也可请他人代写。写假条最重要的是说明原因和请假的期限。

Jan. 10th Dear Ms. Jiang, I am terribly sorry that I shall be unable to attend this morning two periods of English Class due to a bad cold and high fever. Enclosed is a certificate from the doctor who said I must stay in bed for a few days. I will go back to school as soon as I recover. Yours respectfully,

Tian Ye

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