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[https://www.100test.com/kao\\_ti2020/220/2021\\_2022\\_\\_E8\\_80\\_83\\_E7\\_A0\\_94\\_E8\\_8B\\_B1\\_E8\\_c67\\_220368.htm](https://www.100test.com/kao_ti2020/220/2021_2022__E8_80_83_E7_A0_94_E8_8B_B1_E8_c67_220368.htm) Unit 15 请假条

请假条包括病假条、事假条、续假条等。写请假条主要把请假原因和请假时间写清楚，请假的理由要讲充分。同时也要注意内容要简单明了，开门见山说明情况，不必赘述。如果有证明

请假原因的证据，如医生证明、电报等最好随条附上。

1. 请病假（本人写） Asking for sick leave written by oneself (Sept. 17, 2004) Dear teacher [Zhang], I am very sorry to apprise you that I am

unable to attend school today owing to a [stomachache]. I enclose doctor ' s certificate and ask you for sick leave of [two] days. Your

student [Li Ming] Encl. : Doctor ' s certificate for sick leave [张]老师

: 很抱歉，我因患[胃病]今天不能到校。现附上医生证明并

向您请病假[两]天。学生[李明][2004年9月17日]附：医生病假

证明一份

2. 请病假（代写） Asking for sick leave written by

someone else [Oct. 8, 2004] Dear [Miss Willams], Please excuse

[Kate] ' s absence from school [this morning]. [She] coughed a lot

and had a high fever at [9 last night] and could not fall asleep until

[midnight]. I felt it would not have been fair to the other children to

allow [her] to attend school. So I am writing to ask you for [two]

days ' sick leave and will let [her] resume [her] study if [she] feels

better [the day after tomorrow]. Yours respectfully, [威廉斯小姐] :

请原谅[凯特][今早]不能到校上课。[她][昨晚9时]发烧并咳嗽

的很厉害，一直到[半夜]才入睡。我觉得叫[她]去学校会影响

其他孩子，现代请病假[两]天。如果[后天][她]感觉好些，再

让[她]到校。3. 续假条 Asking for an extension of leave Prof. [Huang], I am still lying in bed with the [flu] and unable to get up. I enclose a certificate from the doctor who is attending on me, as [she] fears it will be another [two] days before I shall be able to resume my study. Please give an extension of leave for as many days. Your student, [Li Ming] Encl. : Doctor ' s Certificate of Advice ( 黄 ) 老师：我患[流感]未好，仍卧床不起，医生认为，还要休息[两天]才能到校学习。现附上所开的证明，请准予续假为盼。4. 教师的回条 Teacher ' s reply Dear [Alice], Your [mother] tells me you have the [mumps] and must be absent for [half a month]. There are several others in the same condition. Do be careful while you are ill. Don ' t think of doing any homework. We ' ll have reviews when the sick ones all return. You can watch television or listen to radio programs to help pass the time while you recuperate. I asked (Sue) to bring you several [pop music tapes], as [she] said you have a [tape-recorder] at home. I think you might find them nice. We all miss you and shall be happy when you return. Yours truly, 亲爱的[艾丽斯]：你[母亲]告诉我，你患[腮腺炎]，必须休假[半个月]。还有几个同学情况也是这样。在生病期间，要多注意休息，不要去想做作业。等生病的同学都回来了，我们将进行复习。你可以看看电视或听听广播，以便帮助你在养病期间消磨时间。我已经叫[苏]给你带去几盘[通俗歌曲盒带]，因为[她]说你家里有一台[录音机]。我想你会觉得它们很好听。我们都很惦念你。当你回来时，我们将很高兴。 100Test 下载频道开通，各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)