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我们在工作或生活中，有时难免会犯一些错误，写封致歉信就显得很有必要。道歉信通常包括以下内容：表示歉意；道歉的原由；出现差错的原因；提出弥补措施；请求原谅。写道歉信的语言要诚挚，解释的理由要真实，不要显出丝毫的虚情假意。好的道歉信不仅会取得对方的谅解，还会增进彼此的感情。写作“三步走”：表示歉意>说明具体原因、提出补救办法>再次致歉、希望得到理解 Tips: 在写作过程中，尽可能提供比较合理的理由。如果违反生活常识将导致扣分。在解释完原因后，尽量提供一个合适的补救办法，使行文更加完满。（1

) Directions: You are invited to a dinner at a friend ' s house, but you are not able to attend because of the preparation for a coming examination. Write a letter to your friends to express your apology, explain your reason, and suggest a meeting at another time. You should write about 100 words on ANSWER SHEET 2. Do not sign your own name at the end of the letter. Use “ Li Ming ” instead. Do not write the address. 范文： Dear Anne, Thank you for your invitation to 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. Regards, Li Ming

译文：亲爱的安：感谢你邀请我于明日晚上与你和你的家人共进午餐。可是，我非常遗憾地告诉你我无法赴约，因为我将忙于准备后天的一门重要考试。错过了这么一个欢乐的聚会我深感遗憾，我希望你们能度过一个愉快的时光。对了，在我考试后我们可以见一面么？如果可以的话请随时给我打电话，我非常期待能和你愉快地聊天。请允许我再一次致歉。您真诚的，李明

闪光词汇及词组：occupy: v. 占用，占 get-together: n. 聚会，联欢会 hesitate: v. 犹豫，踌躇 drop sb. a line: 给某人打一个电话 preferable: adj. 更好的，更可取的 long for sth: 渴望 万能句型：Thank you for your invitation to dinner at your home tomorrow evening. Unfortunately, it is much to my regret that I cannot... I feel terribly sorry for missing the chance of... Is it possible for you and me to have a private meeting afterwards? If so, please don't hesitate to drop me a call about your preferable date. Please allow me to say sorry again. (2) Directions: You failed to finish an important task assigned by your professor because of a severe illness. Write a letter to your professor to express your apology, explain your reason, and suggest a solution to make up the loss. You should write about 100 words on ANSWER SHEET 2. Do not sign your own name at the end of the letter. Use "Li Ming" instead. Do not write the address.

范文：Dear Prof. Patent, I am very sorry to inform you that I did not manage to complete the book report you assigned last week, due to a sudden illness falling upon me a few days ago. For the past few

days I have been in hospital with a continuous fever, which has thus prevented me from any academic activity. I hereby submit the doctor's note. I would be very much obliged if you could grant me another week for the task, as my health is turning better. Hope you can understand my situation and accept my apology. Yours

faithfully, Li Ming 译文：尊敬的Patent教授：我非常遗憾地告知您我没有完成您上周布置的读书报告，因为几天前我突然生病了。过去的几天中我一直持续高烧，住在医院，因此无法进行任何学术活动。随信是医生的诊断书。如果您能再给一周时间来完成它我将感激不尽，因为现在我的身体正在好转。希望您能理解我的处境并接受我的道歉。您真诚的，李明

闪光词汇及词组：assign: v. 分配，指派 fall upon sb: 降临到某人身上 continuous: adj. 持续的 prevent sb from sth/doing sth: 使某人不能做某事 hereby: adv. 因此，据此 submit: v. 提交，递交 obliged: adj. 感激的 grant: v. 同意，准予 万能句型：I am very sorry to inform you that I did not manage to complete...due to ... I would be very much obliged if you could grant me another week for the task. Hope you can understand my situation and accept my apology. 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