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https://www.100test.com/kao_ti2020/461/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_461656.htm 日常办公室用语请假

(1) 1. Annual check-up 年度例行身体检查 A: Hello John, I need to go for my annual check-up, I need to take this morning off. B: No problem, go ahead. A: 你好，约翰，我要去做每年例行身体检查，所以今天上午想请个假。 B: 没问题，去吧。 2. Family issues 家庭问题 A: Hey Wendy, I got some family issues that I need to take off tomorrow. B: Okay, could you fill the request form for taking the day off? A: Sure, I will submit it for your approval. B: Right. A: 嗨，温迪，我家里有点事儿，明天想请个假。 B: 好的，填一张请假申请单好吗？ A: 当然，我会交给你签字批准。 B: 好的。 3. Funeral 葬礼 A: Lisa, I need to attend a funeral this Friday. B: Can you arrange everything on your hands? A: Yes. B: Fill an absence form, and I will sign it. A: 莉萨，我这个周五要去参加葬礼。 B: 你能把手头的事情都好好安排一下吗？ A: 好的。 B: 填一张请假申请单，我给你签字。 4. Go to a wedding 参加婚礼 A: Julie, my best friend is getting married this Saturday. B: Good, you must be going to the ceremony. A: Sure, I am supposed to work overtime on Saturday. I will have to work on Sunday instead. B: No problem. A: 朱莉，我最好的朋友这个周六结婚。 B: 好啊，那你一定要去参加婚礼喽。 A: 对啊，我本来还想周六加班呢，看来得周日了。 B: 没问题。 5. Go to the hospital 去医院 A: Bob, I got to go to the hospital tomorrow. B: Anything serious? A: Not sure. I will be late tomorrow morning. B: That's

okay.A：鲍勃，我明天得去医院？B：严重吗？A：我也不知道，我明天早上得晚来一会儿。B：好的。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