

(MrJin 模板套用) **2018 年小作文 (英语二)**

**Directions:** Suppose you have to cancel your travel plan and will not be able to visit Professor Smith. Write him an email to

- 1) apologize and explain the situation, and
- 2) Suggest a future meeting.

You should write about 100 words neatly on the ANSWER SHEET.

Do not use your own name at the end of the email. Use "Li Ming" instead (10 points)

Dear Prof. Smith,

You can't imagine how terribly sorry and disappointed I am when writing this letter to you. Anyway, I have to tell you that I will cancel my travel plan and therefore I will not be able to visit you this time.

I know this is a very bad news for both you and me. In fact, I have always been expecting to see you. In my eyes, you are a very amiable and knowledgeable person (and I will never forget what you have done for me when I was working as an intern student in your program). However, I was told to prepare for a debate competition yesterday by my tutor and it will be held next Monday. So I have no choice but stay with my teammates.

Again, I would like to extend my sincere apology for any inconvenience that may cause. And I would be very grateful if you could give me another chance to meet you. (137 words)

Yours sincerely,  
Li Ming

亲爱的史密斯教授,

(题目要求 1 + 心情) 您不知道我写这封信时是多么的失望和难过。(背景事件) 然而, 我不得不告诉您我将取消我的旅行计划, 而我这次也无法去拜访您了。

(衔接) 我知道, 这对于你我都是一个很坏的消息。事实上, 我非常期待见到您。(夸对方) 在我眼里, 您是一位和蔼可亲且知识渊博的人。(我永远不会忘记在您的项目里做实习生时您所给予我的帮助。)(题目要求 1) 然而, 我的老师昨天刚通知我要准备一场辩论比赛, 并且下周一就要进行。所以, 我别无选择, 只能留下来跟我的队友们在一起。(理由大家根据自己情况编, 也可以说“腿受伤了, 医生叫我呆在家里”等等。)

(题目要求 1 + 再次表达情感) 对您所造成的任何不便, 我想再次表达最诚挚的歉意。(题目要求 2) 同时, 如您能再给我一次见面的机会, 我将不胜感激。

您诚挚地,  
李明