应用文——留言条

班级 姓名

**1、10月8日是明明的生日，明明去请小强来家吃饭，可是小强不在家，请你为明明给小强写一张留言条。**

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留言条要注意简短而明，  
要素称呼、正文、署名和日期  
首先，**在左上角写上收条人**，**冒号，再换行**  
然后接着写上留言内容，**注意每段前要空两格**  
最后，**在右下角署名并标注日期（年月日）即可**。

应用文——留言条

班级 姓名

**2、小明接到小红的电话，叫他到公园去玩。可妈妈没在家。请你替小明给妈妈写张留言条。**

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应用文——留言条

班级 姓名

**3、5月7日上午，小芳要去新华书店买书，可是爸爸不在家，请你帮小芳给爸爸写一张留言条。**

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应用文——留言条

班级 姓名

**4、5月15日下午，王明要去体育场训练，可爸爸、妈妈还没有回来，请你替王明给他爸爸妈妈写一张留言条。**

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应用文——留言条

班级 姓名

**5、5月7日上午，小芳要去新华书店买书，可是爸爸不在家，请你帮小芳给爸爸写一张留言条。**

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