**道歉信写作及实战演练**

1. 道歉信写作要点：1. 开门鉴赏，说明写信目的，真诚道歉
2. 说明道歉的合理原因并提出弥补措施或解决办法；
3. 再次表示道歉，请求谅解
4. 道歉信常用句式表达：
5. I feel awfully/terribly sorry about it and want to explain my reasons to you.
6. I’m wiring to offer/express/convey my deep apologies for...
7. It is much to my regret that I can’t ...
8. I sincerely hope you will understand my choice and accept my apology.
9. I’m awfully sorry for the sudden change of the plan and feel it a great pity to miss the opportunity (to do sth).
10. We planned to... unfortunately, I can’t make it. I’m writing to express/convey my heartfelt/deepest apology.
11. I’m writing to express/convey my heartfelt/deepest apology to you that I won’t be able to do sth.
12. I am sorry for my not being able to attend your party due to the fact that I was unexpectedly informed of ...
13. I sincerely hope you can accept my apology and understand me. I appreciate your early reply.
14. Once again, I’m sorry for any inconvenience caused.

说明原因: 1). I am chosen to represent our school to take part in the English debate competition with an America high school, which, you know, is of great importance to me, for I have always been dreaming to have a chance like this to improve my spoken English. As a result, I have no choice but to say sorry to you.

2).The reason is that my younger brother broke his leg the other day and my parents are on a business trip now. As a result, I have no choice but to take care of him.

另约时间1).Shall we put it off till this Sunday morning? We can go earlier so that we will have more time to read and chose books.

2). Shall we put it off till this Sunday morning? We can set out earlier so that we will have plenty of time to read and select books, if it is convenient for you.

3). I would appreciate it if you allow me to fix another time. Will you be available this Sunday morning? If so, we can set out earlier so that we will have plenty of time to read and select books.

1. 真题展示（2016全国卷）

假如你是李华，与留学生朋友Bob约好一起去书店，因故不能赴约。请给她写一封邮件，内容包括：

1. 表示歉意； 2. 说明原因； 3. 另约时间。

官方例文：Dear Bob,

I’m sorry to say that I cannot go to the bookstore with you on Friday afternoon. I have just found that I have to attend an important class meeting that afternoon. I hope the change won’t cause you too much trouble.

Shall we go on Saturday morning? We can set out early so that we’ll have more time to read and select books. If it’s convenient for you, let’s meet at 8:30 outside the school gate. If not, let me know what time suits you best. I should be available any time after school next week.

Looking forward to your early reply.

Yours,

Li Hua

学生习作：Dear Bob,

I’m sorry to say that I might have no choice but to break my promise of going to the book store with you. I have just been informed that our class is going to hold an important meeting on Saturday afternoon---exactly the time we shall meet. What an awful coincidence! I feel so sorry about it.

Now that I’m not able to be present on time, shall we choose another time? I’ll be available any time after the meeting. Will Sunday morning suits your convenience? If so, we can meet then and I’m sure we will have a good time together.

I make an apology again for not going to the book store with you as promised. I sincerely wish we can have fun next time.

Yours,

Li Hua.

四、假设你是新华中学的学生李华，你和在上海上学的英国朋友Tom约好下周末去北京旅游，但你因故不能赴约。请根据以下要点用英语给他写一封电子邮件：

1. 表示歉意； 2. 解释原因； 3. 另约时间。

1. 很遗憾不能和你去旅游了，我写信向你表达真诚的歉意。

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1. 出乎意料地，我被当选去参加下周末的CCTV全国英语演讲比赛，这对我来说意义重大。

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1. 因此，除了食言之外我没有选择。

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1. 如果你另外定个时间的话，我讲不胜感激。比赛之后任何时间我都是有空的。

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1. 我真诚的希望你能理解我的选择并接受我的道歉。

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五、独立练习：假如你是李华，你和几位同学原定于本周末与外教摩根先生一起去市郊爬山，但由于发生了突发事件，你无法参加爬山活动。请用英文给摩根先生写一封电子邮件，表示歉意。

内容包括：1. 非常期待这次活动； 2.无法参加的原因； 3. 向他表示歉意。

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道歉便条欣赏：假如你是李华，作为交换生（an exchange student）正在英国Windmill College学习。今天早上你骑车上学时不小心刮擦到了一辆停在路边的汽车。由于急着上学，你无法在原地等候车主，请留一张便条，内容包括: 1. 表明身份； 2. 简述事情经过； 3. 道歉并表示愿意赔偿； 4．联系方式（Tel:5893671, E-mail:lihua@windmillco.org）。

Dear Sir/Madam,

I’m Li Hua, an exchange student from China, studying at Windmill College. I’m so sorry that my bike scratched your car accidentally when I was riding to school this morning. I understand it will certainly put you in a very bad mood. I sincerely apologize for what I did and promise I will cover all the relevant costs/expenses. As school will start soon, I can’t wait on the scene/spot for you. Please feel free to contact me at 5893671 or lihua@windmillco.org.

Many apologies again for all the inconvenience I’ve caused you.

Best regards.

Li Hua

**道歉信写作及实战演练参考答案：**

四、Dear Tom,

I am writing to express my heartfelt apology to you for my being unable to travel with you.

Unexpectedly, I am chosen to take part in the CCTV national English speech contest next weekend, which really means a lot to me. As a result, I have no choice but to break my promise.

I would appreciate it if you fix another time. I’ll be available at any time after the contest. Please drop me a line to let me know your decision soon.

I sincerely hope you will understand my choice and accept my apology.(97字)

Yours truly,

Li Hua

五、Dear Mr. Morgan,

I’m writing to apologize for not being able to climb the mountain with you this weekend.

My classmates and I have been expecting to go climbing with you so that we can get close to nature and relax ourselves as well. However, something unexpected occurred, which made it impossible for me to join in the activity. My grandfather, who is in his 70s, fell on the ground suddenly while having a shower yesterday. He was so seriously injured that he was sent to hospital at once. Now he is receiving treatment there and I must look after him. That’s why I can’t go with you.

Once again, sorry for not being able to accompany you. I sincerely hope that you will have a good time.

Yours,

Li Hua