

你要的是四级 / 六级 / 托福 (TOEFL) 哪个? ——不回答我就先按“非考试用途”的中性写作给。

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## 回复 (先按“非考试用途 | 中性写作”)

### 1) 邮件版 (更礼貌 | 发给 TA)

**Subject:** Request for a one-day extension on [Assignment Name]

Hi [TA Name],

I hope you're doing well. I'm writing to give you a quick heads-up: I've been having a rough week and I'm running behind on **[Assignment Name]**. Would it be possible to get a **one-day extension** (until **[New Due Date]**)?

If an extension isn't possible, I understand—I'll still submit what I have by the original deadline and continue improving it as soon as I can.

Thank you for your time.

Best, [Your Name] [Course/Section]

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### 2) 短信版 (更随口 | 发给同学)

Hey—just a heads-up, I'm a bit behind this week and might turn in **[Assignment]** a day late. I'm still working on it.

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### 3) 两个很容易踩雷的表达 (+更稳的替换)

1) ~~“I'm struggling a lot / I'm really depressed.”~~ (太情绪化、像在卖惨) ✓ “I've been having a rough week and I'm running behind.” (点到为止但信息够)

2) ~~“Please give me an extension.”~~ (像命令) ✓ “Would it be possible to get a one-day extension (until ...)?” (请求式、更像美式校园邮件)

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### 4) Oxford 释义块 (关键词 : deadline)

- **Oxford (English definition):** a point in time by which something must be done
- **Oxford example:** It will be a struggle to meet the deadline.