

## 《道歉信的书写》 第一课时

《道歉信的书写》选自人教版高中英语一年级上册

师: Good morning, ladies and gentleman. Today, I feel honored to have the chance to share my ideas about how to teach reading. In the reading process, I will focus on students' long-term development and enable them to use proper reading skills and strategies. In other words, students are guided to read efficiently and independently. My teaching plan will include 3 sections. They're analysis of the reading material, identifying the teaching aims and teaching procedures.

师: 我们的写作策略是开头段, 表明写作意图, 对某事表示歉意。主体段, 说明道歉的具体原因。结尾段, 再次表明歉意, 请求收信人的谅解, 并表示你愿意为此做补救。

师: 常用句型有下面几句, 大家注意记忆。

1. I must apologize to you for... 我必须为……向你道歉。
2. I am terribly/awfully sorry that... 我感到很抱歉, 因为……
3. It is thoughtless/inconsiderate of me to do... 我做……, 实在太欠考虑了。
4. I am afraid what I have done has caused many inconveniences to you. 恐怕我给您添了许多麻烦。
5. I sincerely hope that you can understand that I offended you unintentionally. 我真心希望您能理解我并非有意冒犯你的。
6. I regret to inform you that I am unable to do... 我很遗憾地告知您我不能……
7. I must make a sincere and humble apology to you for... 我必须为……真诚地向你道歉。
8. Please accept my sincere apology for..., once more. 请再次为……接受我真诚的道歉。
9. I sincerely hope that you will kindly accept my apologies. 我衷心希望你能接受我的道歉。

10. I am so sorry to have put you to so much trouble. 不好意思给你添了很多麻烦。

师：大家每人选两句记忆，3分钟后展示给大家

(生练习)

师：很好，现在我们看第二部分，阐述原因，并进行补救。句型如下：

1. Just now I received a call from my cousin, who went to Australia for further study last year.
2. He told me that he would be back to China at 8 am on Saturday, and he hoped I could pick him up at the airport with his family.
3. We haven't seen each other for a year, so I think I am supposed to meet him.
4. I make an apology to you for any inconvenience caused, and I hope you can understand my situation.
5. Let's make it another time. How about May Day?

师：大家看一下，哪一个比较适合你的记忆，大家选择记住2—3句。

(生练习)

师：我们接下来要进行再次的致歉，希望得到他人的原谅，老师整理了下面句型

1. I would appreciate it if you could accept my apology. Looking forward to your early reply.

师：现在给大家展示一篇范文，请大家朗读出来

## 二. 道歉信作文模板

假如你是王涛，由于母亲生病住院，你要照顾她，所以你无法参加美国朋友 Tom 本周六下午的生日聚会。你已寄出生日礼物（张杰的最新 CD）。请你写一封电子邮件，内容如下：1 表达歉意 2 说明原因 3 送上祝福 注意：1. 词数为 100 字左右。 2. 可适当增加细节，以使行文连贯。

Dear Tom,

How is everything going with you?

I'm terribly sorry that I'm not able to go to your birthday party this Saturday afternoon. I'm

in Beijing now because my mother is seriously ill and will have an operation here. She is in bad need of my care these days, so I'm staying here to take care of her in the hospital.

I wish you a happy birthday and hope everything will go well with the party. By the way, I have sent you the latest CD of Zhang Jie.

I hope you'll like this birthday present.

I'm looking forward to seeing you soon.

Yours,

Wang Tao

(生朗读)

师：下面我们来看书本上的案例进行练习

(生练习)

师：今天的课程就到这，大家下去写一封道歉信，可以用我们今天学到的例句。下课，再见！

生：老师再见！