

Unit 1 *Ask for Leave*

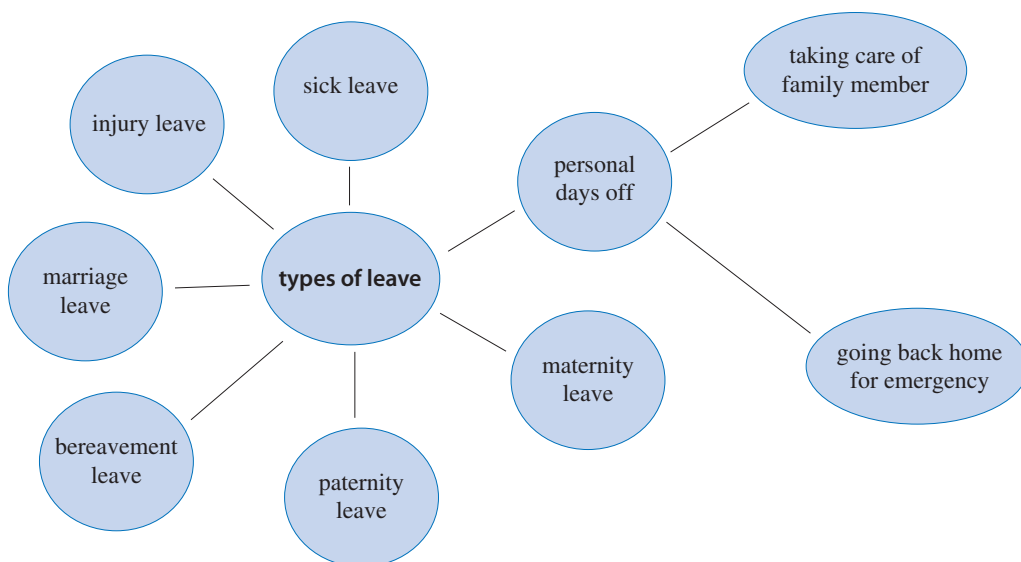
After learning this unit, you will be able to:

- ◆ know the basic structure of a leave application;
- ◆ understand some etiquette in writing a leave application;
- ◆ write a leave application based on your needs.



I. Pre-writing

1. Read the following types of leave and list more if you can.



Other types of leave: _____

2. Look at the pictures and fill in the blanks with the proper expressions in Activity 1.















II. How to write

Introduction

在请假之前，首先要确定你所在的单位或学校是否有固定的请假条模板或表格可以直接填写。倘若没有模板或表格，则需要自己写请假条。一份请假条应包括如下信息：

1. 地址：特别是正式的请假条需要写明请假人的地址和对方的地址，一般情况下此部分可省略；
2. 日期：写假条的日期（注意不是请假的日期）；
3. 主题：概括地表明请的是什么假；
4. 正文；
5. 签名。

Basic structure

_____ (Date)
 _____ (The sender's address)
 _____ (The recipient)
 _____ (The recipient's position/department)
 _____ (The recipient's address)

Dear _____,

I would like to request leave of absence for _____ days from _____ to _____ because _____

_____. Of course I will make an effort to catch up on any vital work that I will be forced to miss.

Enclosed please find a certificate form.

I would appreciate it if you grant me the permission. If you have any requirement, please feel free to contact me at _____.

Yours faithfully,
 _____ (Signature)

写明要请假的天数和具体日期。

简要阐明请假原因。

有时有必要说明你将如何确保你负责的紧要工作在你请假期间不被耽误。

病假应附上医生证明。

感谢上司或老师对你的情况予以考虑，必要时提供你的联系方式。

Etiquette in the writing

写请假条时，应该开门见山地提出请假的要求，不要有冗余的寒暄。理由要正当，阐述要简洁，不用描述太多细节，尤其是涉及私事或病情的，不方便公开的就不必写，一笔带过即可。即使你遇到的情况很紧急，语气也要保持温和，以免引起对方不必要的担忧和焦虑。



III. Case study

Case 1 Asking for sick leave

Situation: Mary is not feeling well and goes to see the doctor. The doctor says that she has a fever and advises her to take a rest of three days. She needs to ask for sick leave from her supervisor, Ms Green.

Jun.14, 2013

Dear Ms Green,

I'm not feeling well in a **feverish** condition. I went to the doctor's this morning and the doctor advised me to take a rest of three days. I would **appreciate** it if you could allow me three days' leave. The doctor's **certificate** of advice is **enclosed**.

Yours sincerely,
Mary

附上医生证明，让请假理由更充分。

Case 2 Asking for leave of absence

Situation: *Mark is planning to attend his brother's wedding on Mar. 12, but the wedding location is far from where he works. He needs three days to make a round trip.*

Mar. 9, 2014

Dear Mr Johnson,

My brother's **wedding** will be held on Mar. 12 and I would like to request leave of absence for 3 days from Mar. 11 to 13. Of course I will make an effort to catch up on any **vital** work that I will be forced to miss.

Thank you very much for your **consideration**.

Yours sincerely,
Mark

保证抓紧完成因请假落下的重要工作，让领导放心。

感谢领导予以考虑，让领导批假批得顺心。

Case 3 Asking for examination leave

Situation: *Michael Lee is in an internship in a company named Realtek Solutions while he is taking further education in a correspondence college. He is informed that the first semester examination is scheduled to be held from 16 to 21 of January. The examination time is from 9 to 11 o'clock in the morning.*

Jan. 7, 2014

Albert Miller
General Manager
Realtek Solutions
Dear Mr Miller,

I would like to **seek** your **permission** to allow me to take my first **semester**'s examinations, which are scheduled to be held from 16 to 21 of January. During those days, I'll be able to attend office from 11:30 am instead of 9:30 am for my examination time is from 9 to 11 o'clock in the morning. After the examinations, I'll work overtime to **make up for** the absent time so as not to have any "late coming" salary **deductions**.

Thank you for your consideration.

Yours sincerely,
Michael Lee

收信人全名，收信人职位，公司名称。

用词十分礼貌、客气，显示出实习生的谦恭的态度。

自觉加班补回工作时间，态度诚恳，让领导没理由拒绝。

Language support

Words and expressions

feverish *adj.* 发烧的；发烧引起的

appreciate *v.* 感激

certificate *n.* 证明

enclose *v.* 把……装入信封；随函附上

wedding *n.* 婚礼

vital *adj.* 至关重要的

consideration *n.* 考虑；体谅

seek *v.* 寻找，探寻

permission *n.* 允许，批准

semester *n.* (尤指美国中学和大学的) 学期，半学年

make up for 弥补，补偿

deduction *n.* 扣除，减除

Notes

1 ... the doctor advised me to take a rest of three days.

译文：……医生建议我休息三天。

advise *v.* 提议，建议

e.g. The minister **advised** him to leave as soon as possible. 部长建议他尽快离开。

- 2 My brother's wedding will be held on Mar. 12 and I would like to request leave of absence for 3 days...

译文：我哥哥的婚礼将于3月12日举行，我想请三天假……

leave of absence 休假

e.g. He asked for **leave of absence** to visit his mother in hospital. 他请假去探望住院的母亲。

- 3 Of course I will make an effort to catch up on any vital work that I will be forced to miss.

译文：我一定会努力把被迫落下的重要工作赶完的。

make an effort 做出努力

e.g. We should **make an effort** to learn something new every day. 我们必须每天努力去学习一点新东西。

catch up on 赶上；弥补

e.g. I have to **catch up on** my work so I can't go out. 我得抓紧做我的工作，因此我不能出去。

be forced to 被迫

e.g. Many enterprises will **be forced to** close. 很多家企业将被迫倒闭。

- 4 I would like to seek your permission to allow me to take my first semester's examinations, which are scheduled to be held from 16 to 21 of January.

译文：我想请求您允许我参加第一学期的考试，（考试）安排于1月16日至21日进行。

be scheduled to 被安排

e.g. The space shuttle had **been scheduled to** blast off at 4:38 am. 航天飞机已经预定于凌晨4点38分发射升空。

- 5 I'll work overtime to make up for the absent time so as not to have any "late coming" salary deductions.

译文：我会加班来补回我缺席的这段时间，这样就不需要扣除我“迟到”的工资了。

work overtime 加班，超时工作

e.g. They are **working overtime** to finish the task. 为了完成任务他们正在加班加地点地工作。

Practice by yourself

Write a leave application according to the given situation.

It was Sunday yesterday. You went bicycle riding with your friends and fell when you rode downhill. You hurt your knees severely and went to the doctor's. The doctor advised you to stay in hospital for treatment. Please write a letter to Mr Ma, the manager of the company, for two-day sick leave.

Supplementary expressions

- 1 I'm sorry to ask for sick leave of 2 days.
很抱歉，我想请两天病假。
- 2 I'm really sorry that I cannot come to the office today because...
很抱歉我今天不能来办公室了，因为……
- 3 I would like to know if I could ask for casual leave of absence from your oral English class this Wednesday morning.
我想请问本周三早上您的英语口语课我能否请个事假。
- 4 I'm Loran working as an assistant supervisor and I need to ask for leave of 2 days starting from tomorrow, January 4, 2013.
我是担任副主管的罗兰，我从明天，即 2013 年 1 月 4 日起需请两天假。
- 5 I'm forwarding my application for paternity leave because my wife delivered a baby last night.
我的妻子昨晚产下了宝宝，我现在向您申请陪产假。
- 6 I'm writing this letter to ask for maternity leave starting from October 5, 2013.
我写这封信是想告诉您我想从 2013 年 10 月 5 日起休产假。
- 7 Enclosed please find a certificate.
随函附上证明。
- 8 I submit here a medical certificate from the hospital.
在此呈上医院的诊断书。
- 9 I enclose the doctor's certificate.
随信附上医生的证明。
- 10 An invitation to my wedding is enclosed.
随信附上我的婚宴请柬。

11 I would appreciate it if you grant me the permission.

如能批准我的请求，我将不胜感激。

12 Thank you very much for your consideration.

感谢您考虑我的要求。



IV. Practice

1. Match the words with their corresponding translation.

illness	缺席
ceremony	疾病
consideration	典礼
absence	考试
grant	考虑
examination	同意 (……的请求)
appreciate	感激

2. Choose the best options to complete the sentences.

- You need to _____ the leave request form if you want to ask for leave of absence.
A. fill out B. look at C. put in
- I was _____ sick leave _____ two days.
A. in; of B. on; in C. on; for
- Lily is not here. She called _____ sick leave last night.
A. with B. in C. for
- I was on leave for three days _____ personal reasons.
A. about B. because C. for
- Susan will be _____ for four months on maternity leave.
A. away B. out C. leave
- He took a week off because his father _____.
A. was died B. died C. dead
- I can't come to the class for I _____ a cold.
A. caught B. getting C. came
- The doctor said I'd _____ stay in bed for at least two days.
A. best B. better C. well
- My mother is _____ ill and she urges me to go back home at once.
A. serious B. seriously C. severe

- 10 My elder sister is getting _____ on May 6.
 A. marry B. married C. marriage

3. Put the following sentences in the right order to form a leave application.

- A. because I have caught a cold.
 B. Enclosed please find a certificate from Dr. Lee,
 C. I'm awfully sorry that I can't come to class today,
 D. Thank you for your consideration.
 E. who said I'd better stay in bed for at least two days.



4. Choose the proper words in the box to complete the following letter.

seriously ask informed leave permission sincerely appreciate

Dear Mr Liang,

I am writing to _____ your permission for short _____ of absence from April 6 to 10. I was _____ that my father was _____ ill. I would _____ it if you grant me the _____.

Yours _____,

Sam

5. Translate the following sentences into English.

- 我感冒了，头很痛，想请一个下午的病假去看医生。
- 下周二我想请假去做体检。
- 我想告诉您，由于下午我要参加入职培训，部门的会议我参加不了了。
- 我想向您申请年假。
- 我的婚礼将于9月20日举行，请批准我自20日起休婚假。

6. Write a leave application according to the given situation.

Your child is ill and you need to take her to hospital. Write a letter requesting for casual leave of absence for one day to Mr Zhang, the supervisor of your department.



V. Practical case

有些公司不需要写请假条，只需要填写表格或在系统里填写信息自动生成表格数据即可。

Request for Leave or Approved Absence					
1. Name (Last, first, middle)			2. Employee or Social Security Number (Enter only the last 4 digits of the Social Security Number (SSN))		
3. Organization					
4. Type of Leave/Absence (Check appropriate box(es) below)	Date		Time		Total Hours
	From	To	From	To	
<input type="checkbox"/> Accrued Annual Leave					
<input type="checkbox"/> Restored Annual Leave					
<input type="checkbox"/> Advanced Annual Leave					
<input type="checkbox"/> Accrued Sick Leave					
<input type="checkbox"/> Advanced Sick Leave					
Purpose: <input type="checkbox"/> Illness/injury/incapacitation of requesting employee <input type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Care of family member, including medical/dental/optical examination of family member, or bereavement <input type="checkbox"/> Care of family member with a serious health condition <input type="checkbox"/> Other					
<input type="checkbox"/> Compensatory Time Off					
<input type="checkbox"/> Other Paid Absence (Specify in remarks)					
<input type="checkbox"/> Leave Without Pay					
5. Family and Medical Leave If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993, please provide the following information: <input type="checkbox"/> I hereby invoke my entitlement to Family and Medical Leave for: <input type="checkbox"/> Birth/Adoption/Foster Care <input type="checkbox"/> Serious health condition of spouse, son, daughter, or parent <input type="checkbox"/> Serious health condition of self Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the Family and Medical Leave Act. Medical certification of a serious health condition may be required by your agency.					
6. Remarks:					
7. Certification: I hereby request leave/approved absence from duty as indicated above and certify that such leave/absence is requested for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification on this form may be grounds for disciplinary action, including removal.					
7a. Employee Signature				7b. Date	
8a. Official Action on Request: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved				(If disapproved, give reason. If annual leave, initiate action to reschedule.)	
8b. Reason for Disapproval:					
8c. Supervisor Signature				8d. Date	

Unit 2 *Note*

After learning this unit, you will be able to:

- ◆ know the basic structure of a note;
- ◆ understand some etiquette in writing a note;
- ◆ write a note based on your needs.



I. Pre-writing

1. Look up in the dictionary and write down the meanings of “note” in the following sentences.

- 1 Nobody was in the office, so he left a **note** on the desk. _____
- 2 Pay attention to the **notes** below the text. _____
- 3 Please **note** down the customer’s name and telephone number. _____

2. Read the following statements and decide true (T) or false (F).

- 1 A note is usually left for a person you don’t know. ()
- 2 Notes do not need to be mailed. ()
- 3 Notes are typically shorter than letters. ()



II. How to write

Introduction

便条是一种简单的非正式书信，通常被用于比较熟悉的人之间，且往往是在其中一个当事人不在场的情况下临时写下的。写便条时要注意以下几点：

1. 用语较通俗、口语化，简明扼要；
2. 要交代清楚事情、时间、地点等关键信息；
3. 便条不需要邮寄，不用信封，通常请人代为转交，有时可写在留言板或留言簿上，如果使用便条纸，应将便条纸贴在对方容易看到的明显位置上。

便条的内容和类型不尽相同，可以灵活变化。但一般都包括以下几个要素：

1. 日期；
2. 称呼；
3. 正文；
4. 署名。

Basic structure

_____ (Date)

Dear _____,

I leave this note to tell you that _____.

Because _____, you have to _____.

If you need any further information, please don't hesitate to call me up.

Yours,
_____ (Signature)

交代写便条的目的。

说明事情及缘由。

Etiquette in the writing

便条切忌繁冗，一般不需要客套话，但是在署名前仍需使用谦称以示礼貌，措辞按留言者和收便条者之间的不同关系而定，例如：致不熟悉的人，宜用较正式的套语，如 *Yours sincerely* 或 *Sincerely* 等；对上级、长者，除了可用 *Yours sincerely*，还可用 *Yours respectfully*；对一般朋友或熟人可用 *Yours, Love, With love* 等较亲切的套语或直接署名。



III. Case study

Case 1 Postponing an appointment

Situation: *Jade needs to meet a client at the airport at 3:30, but she has an appointment with Mike at 3 o'clock. Jade writes a note to Mike to postpone the appointment.*

Jun. 28

Mike,

I'm sorry to tell you I have to postpone our appointment at 3 o'clock, because I have to meet a **client** at the airport at 3:30. Shall we discuss the **matter** at 4 pm tomorrow? If it isn't **convenient** for you, please ring me up to make another time. Thanks a lot.

Yours,
Jade

写便条的目的：通知推迟会面。

解释推迟会面的原因。

提出补救措施。

Case 2 Cancelling an appointment

Situation: *David has to go back to his factory to solve some problems, so he cannot make the meeting with Jim. Now he's writing a note to Jim to cancel the meeting.*

Feb. 20

Dear Jim,

I have to cancel the meeting we set on Wednesday, Feb. 22, because we have got a little **trouble** in the factory. I have to go there to **handle** the problem. I would be back on Feb. 24 and will call you then to make another appointment.

Thank you for your **understanding**.

Yours,
David

写便条的目的：通知取消会面。

解释取消会面的原因。

提出补救措施。

Case 3 Informing

Situation: *Mike is informing Lucy of getting her scholarship in the secretary office.*

Feb. 23

Dear Lucy,

I'm very happy to inform you that your **scholarship** has been **released** and you can come to the **secretary** office to get it. If you need any further information, please don't **hesitate** to call me up. The telephone number of the secretary office is 020-8753××××.

Yours,
Mike

Case 4 Expressing sympathy or giving comfort

Situation: *Peter heard that his good friend Steven had got some trouble—Steven's father was badly ill. Peter wanted to cheer him up, so he writes a note to Steven.*

Sep. 19

Dear Steven,

I'm very sorry to hear that your father is badly ill. Everything will be all right. I do hope you can pull yourself together as soon as possible so that you can take good care of your father. And I will do my best to help you.

I hope I have made you feel a little better. Again, sorry for your **sufferings**.

Yours,
Peter

Case 5 Leaving a message

Situation: *Tina and Lisa are roommates. When Lisa's cousin rang her up, she was not in, so Tina writes a note to Lisa.*

Dec. 15

Dear Lisa,

Your **cousin** called you when you were out. He said he would be available after 9 pm tonight. You are requested to ring him up at that time.

Yours,
Tina

Language support

Words and expressions

client <i>n.</i> 客户, 顾客	scholarship <i>n.</i> 奖学金
matter <i>n.</i> (要讨论、考虑的) 问题	release <i>v.</i> 发放
convenient <i>adj.</i> 方便的	secretary <i>n.</i> 秘书
trouble <i>n.</i> 麻烦	hesitate <i>v.</i> 犹豫
handle <i>v.</i> 处理	suffering <i>n.</i> 苦楚, 受难
understanding <i>n.</i> 理解; 谅解	cousin <i>n.</i> 堂(表)兄弟姐妹

Notes

- If you need any further information, please don't hesitate to call me up.
 译文: 如果你需要更多的信息, 请尽管给我打电话。
 further information 更多的信息, 进一步的信息
 e.g. See under for **further information**. 详情见下文。
 don't hesitate to 不要犹豫
 e.g. In the event of difficulties, please **don't hesitate to** contact the Customer Service Department. 如果遇到困难, 请尽管与客户服务部联系。
- I do hope you can pull yourself together as soon as possible...
 译文: 我真希望你能尽快振作起来……
 pull oneself together 振作起来; 恢复镇定
 e.g. **Pull yourself together** and face up to life. 振作起来勇敢地面对生活。
- You are requested to ring him up at that time.
 译文: 他要你在那个时段给他回电。
 ring sb. up 给……打电话
 e.g. I'll **ring you up** later. 我稍后再致电给您。

Practice by yourself

Write a note according to the given situation.

Mr Roger, your business partner, will arrive in Shanghai for business talks with you. You need to write a note to Julia, asking her to book a single room with a bathtub at a five-star hotel for Mr Roger from October 8 to October 11.

Supplementary expressions

- 1 I will be glad to meet you in my office at 3 pm on Monday, June 1 to discuss our project.
很高兴能在周一，6月1日下午3点在我办公室约您见面讨论一下我们的项目。
- 2 If you are unable to arrange the meeting on May 21, please let me know as soon as possible.
如果你5月21日不方便安排会见，请尽快告诉我。
- 3 I'll give you a call in a couple of days to see if you can schedule a meeting with me.
过两天我会给您电话看看您是否能安排和我见一面。
- 4 Let me know as soon as possible if it is convenient for you.
如果此事方便的话请尽快告诉我。
- 5 I'm unfortunately obliged to change the date we set earlier.
实在不巧，我不得不改一下我们之前约定的日期。
- 6 Can we change the time of our meeting on April 20 from 3 pm to 5 pm?
能否将我们4月20日的会面从下午3点改成下午5点？
- 7 I will be on a business trip and unable to keep my appointment with you on Sep. 2.
由于我要出差，恕我无法赴9月2日的约。
- 8 I would like to get some material relevant to preschool education.
我想得到一些有关学前教育的资料。
- 9 Would you mind directing me to an appropriate agency?
您能给我介绍一家合适的代理商吗？
- 10 I wonder if you could give us an explanation of the material.
我想知道您能否就这些材料给我们作一下说明。



IV. Practice

1. Choose proper words to complete the note.

Apr. 14

Dear Alice,

You 1 to be out when I 2 your dorm. I have two 3 tickets for the concert this weekend and I 4 them for you on your desk. You can go 5 your friend if you like. Hope you will have a good time.

Yours,

Kate

- | | | | |
|---|--------------|------------------|-------------|
| 1 | A. happened | B. have happened | C. just |
| 2 | A. called on | B. visited to | C. visited |
| 3 | A. spare | B. used | C. unwanted |
| 4 | A. left | B. kept | C. stayed |
| 5 | A. along | B. by | C. with |

2. Match the words with their corresponding meanings.

- | | |
|-------------|--|
| cancel | to hold back to a later time |
| discuss | to say that an event that was planned will not happen |
| postpone | to talk (something) over in detail |
| message | a piece of information that is written or spoken or signaled |
| appointment | a meeting arranged in advance |

3. Choose the best options to complete the sentences.

- It's no _____ at all; on the contrary, it will be a great pleasure to help you.
A. trouble B. need C. problem
- I'll call you back at a more _____ time.
A. favourable B. convenient C. available
- I _____ to be at the station when he arrived.
A. since B. used C. happened

- 4 Jake's passed his exams. We're going out to _____.
A. meet B. celebrate C. decorate
- 5 It reminds me that I have a meeting to _____ this evening.
A. take B. attend C. go
- 6 I come to return the book you _____ to me last week.
A. sent B. lent C. borrowed
- 7 It has been _____ that the meeting will be held next week.
A. confirmed B. asked C. said
- 8 I would like to _____ my appreciation and thanks to you all.
A. express B. tell C. say
- 9 A copy of the report is _____ for you to read at your leisure.
A. avail B. suggested C. ready
- 10 Would you do me a _____ to translate the letter into English?
A. good B. favour C. help

4. Choose the proper words in the box to complete the following note.

gift	respect	accept	token	longer	forever
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Sep. 10

Dear Mr Zhang,

Happy Teachers' Day! Please _____ this little _____ as a small _____ of our _____ for you. Though you no _____ teach us, we'll love you _____.

Yours,
David

5. Put the words and expressions in the right order to make sentences.

- 1 We, have, an evening party, are, this Sunday, to, going
- 2 to, the, have, go, I, to, train station
- 3 back, at seven, will, I, be
- 4 for, Thank you, understanding, your

6. Translate the following sentences into English.

- 1 我想借用你的英汉词典，两天后还你。
- 2 我突然接到妈妈的电话要我回家一趟。
- 3 我把计划书放在你左边第一个抽屉里面了。
- 4 希望你能够参加我们班的毕业典礼。
- 5 我明天下午要开会，所以原定的讨论取消。

7. Write a note according to the given situation.

You have an appointment with your friend Bob at 4:30 pm, but you have just received an urgent call from your boss and you have to go back to the company at once. Leave a note to Bob to say sorry and explain the reason briefly.



V. Practical case

Dear Kerry,

You happened to be out this afternoon when I called you. I wanted to borrow some books from you because I have been working on my thesis these days. I shall be grateful if you call me back as soon as possible.

Yours,
Jack

有时便条的格式不一定要非常正式。

Lily,

Call back to Mr Zhang.

Ann