

Lesson 18 Asking for leave

New words 1:

感冒	gǎnmào	catch a cold
发烧	fāshāo	have a fever
医生	yīsheng	doctor
叫	jiào	advice
请假	qǐngjià	ask for leave
当然可以	dāngránkěyǐ	of course
照顾	zhàogu	look after
补	bǔ	to write after normal time
假条	jiàtiáo	application for leave

Dialogue 1:

Wángdān : Nǐhǎi, shì Wángjiě ma?

王丹: 你好, 是王姐^①吗?

Wánglán : Nǐhǎo! Wǒ shì Wánglán, Nǐ shì Wángdān
ba ? Yǒu shénme shìqing?

王兰: 你好! 我是王兰。你是王丹吧? 有什么事情?

Wángdān : Wǒ jīntiān gǎnmào le, hái yǒudiǎnr fāshāo.
Yīsheng jiào wǒ zài jiā xiūxi! Suǒyǐ wǒ xiǎng qǐ
ng yìtiān jià, kěyǐ ma?



王丹：我今天感冒了，还有点儿发烧。医生叫^②我在家休息！所以我想请一天假，可以吗？

Wánglán : Dāngrán kěyǐ. Zàijiā hǎohǎo xiūxi ba! Chī xiē yào!

王兰：当然可以。在家好好休息吧！吃些药^③！

Wángdān : Xièxie nǐ! Wǒ huì zhàogù hǎo zìjǐ de. Děng míngtiān wǒ shàngbānle zài gěinǐ bǔ jiàtiáo ba!

王丹：谢谢你！我会照顾好自己的。等明天我上班了再给你补假条吧！

Wánglán : Hǎode!

王兰：好的！

Wangdan: Hello! Is that Sister Wang?

Wanglan: Hello! This is Wang Lan. Is that Wang Dan? What's the matter?

Wangdan: I've caught a cold, and have a fever. The doctor advised me to rest at home so I want to ask for one day off. Is that OK?

Wanglan: Sure. Have a good rest at home, and take some medicine.

Wangdan: Thank you! I'll look after myself carefully. I will write an application for leave tomorrow when I get to work.



New words 2:

尊敬	zūnjìng	respect
本	běn	yourself
身体	shēntǐ	body
不适	búshì	uncomfortable
从…起…	cóng…qǐ…	from
批准	pīzhǔn	approve

请假条

Qǐng jià tiáo

请假条

Zūnjìngde**:

尊敬的**:

Nínhǎo!

您好!

Běnrén ** yīn shēntǐ búshì, xūyào cóng jīntiān qǐ
qǐngjià sāntiān, Qǐng pīzhǔn! Xièxie!

本人**因身体不适，需要从今天起^④请假三天，请批
准! 谢谢!

Cǐzhì

此致

Jìnglǐ

敬礼

**



Nián yuè rì
年 月 日

Application for leave

*Dear***:*

I have to ask for three days off starting from today because I feel uncomfortable. I hope you will approve. Thank you.

Yours truly

Notes:

① 王姐

In China, 'jie' or other similar titles are often used to refer to colleagues who are a little older than you. The use of brother or sister after a family name (in this case for Wang) is used for colleagues with whom you have a close relationship.

② 叫

Someone+叫 (*jiào*) +someone to do sth

e.g.

Jīnglǐ jiào wǒ qù mǎi yìtái diànnǎo.

经理叫我去买一台电脑。



The manager asked me to buy a computer.

③ 在家好好休息吧！吃些药！

An oftne used expression in China is to ask your close friends to take care of themselves.

④ 从今天起请假三天

“从…起…” (*cóng…qǐ…*) means “from” .

e.g.

Cóng míngtiānqǐ, nǐ jiù búyòng lái gōngsī shàng b ān le.

从明天起，你就不用来公司上班了。

From tomorrow, you don' t need to come to work.

Key sentences

Yīsheng jiào wǒ zài jiā xiūxi!

1) 医生叫我在家里休息！

Wǒ huì zhàogù hǎo zìjǐ de.

2) 我会照顾好我自己的。

Děng míngtiān wǒ shàngbānle zài gěinǐ bǔ jiàtiáo ba!

3) 等明天我上班了再给你补假条吧！

Běnrén ** yīn shēntǐ búshì, xūyào cóng jīntiān qǐ qǐngjià sāntiān, Qǐng pīzhǔn!

4) 本人**因身体不适，需要从今天起请假三天，请批准！

Exercise:

1、替换 (Substitution)

- 1) 从

明年
今天
昨天

 起,

我们公司就改称集团了。
我就不是总经理了。
他就一直和我生气。
- Cóng

míngnián
jīntiān
zuótiān

 qǐ

wǒmen gōngsī jiù gǎichēng jítuán le!
wǒ jiù búzài shì zǒngjīnglǐ le.
tā jiù yìzhí hé wǒ shēng qì.
- 2)

经理
他
王兰

 叫

你去他的办公室一下。
我别出去。
我打印一份文件。
- | |
|---------|
| Jīnglǐ |
| Tā |
| Wánglán |

 jiào

nǐ qù tāde bàngōngshì yíxià.
wǒ bié chūqù.
wǒ dǎyìn yí fèn wénjiàn.

2、说汉语 (speak Chinese)



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Describe your experiences of asking for leave from work.