

USEFUL LANGUAGE. WRITING. APOLOGY FOR ABSENCE (EXAMPLES FOR LEVELS A2, B1, B2, C1) (WORKSHEET NO. 2) (with audio at the TP Podcast) by MF (2017)

Aprender una lengua bien no se hace aprendiendo palabras sueltas y traduciendo del español para colocarlas, sino escuchando inglés todos los días, aunque no se entienda todo (a más veces escuchando lo mismo, más se entiende, de todos modos), y dejando que “se te pegue” cómo expresan las cosas en el idioma (*the wording, the way people word the world*), anotando ese lenguaje útil (*useful language*) que te ayudará a no traducir del español y a saber decir en inglés de verdad cosas que necesitas decir. Así, cuando escuchas estás aprendiendo gramática, estás aprendiendo a entender y practicándolo, estás aprendiendo a entonar y pronunciar y practicándolo si después de escuchar lo mismo al menos tres veces, le dedicas un poco a escuchar y repetir, hasta que sepas decirlo, siguiendo este plan, por ejemplo: **Listen + listen + listen + listen & repeat + listen & repeat + listen & read + listen & read & repeat + listen & repeat + you can say it now!!** In other words, **L+L+L, L&R + L&R, L&read + L&read&R, L&R... Speak!** Lo que más te ayuda a entender cómo hablar inglés y no un churro traducido del español es que en lugar de pensar en cada palabra, pienses en las frases y en qué función del lenguaje quieres realizar, p.e., hacer una propuesta, dar información, preguntar por la salud, disculparte... Una vez sabes qué *language function* vas a realizar, piensa en los ítems del lenguaje que has aprendido para realizar esas *language functions*. En mi blog tienes una lista. No lo cubre todo, claro, es imposible, no podrás identificar todas tus *language functions*, no importa, pero hazlo en la medida de lo posible, ésta debería ser tu estrella guía, no la traducción literal.

Email to teachers

Email subject line/re:	1ºB. Absence / 3ºC. Absence 5ºA. Apologies for absence / c1. Apologies for absence
Básico 1 Informal About 50 words	<p>Dear teacher,</p> <p>My name is (full name) and I'm in (level + group, e.g. NB1B, 1ºB, 1ºsemiC, NB1semiC).</p> <p>How are you?</p> <p>I am sorry I can't go to class. I have a lot of work. But don't worry! I listen to English every day!</p> <p>See you soon!</p> <p>Have a nice day!</p> <p>María</p> <p>Language note: Adapting your message to the English you know at this level. You cannot say “No he podido ir” because you haven't studied the language item you need. But you can use “can” and “can't” for ability, possibility, proposal, permission... And the language function here can be POSSIBILITY/ABILITY in the negative!</p>
Básico 2 (CEFR A2) Informal 80-100 words	<p>Dear teacher,</p> <p>My name is ... and I'm in ...</p> <p>I am sorry I missed my lessons last week. The bad news is that I am going to miss my lessons this week too, because now I am in the afternoon shift. We have a lot of work! But don't worry! I am listening to English every day! I love it! I'm learning a lot! And I'll be back as soon as possible! Probably, next week!</p> <p>Sorry again. Have a nice day!</p> <p>María</p>

<p>Intermedio (B1)</p> <p>Semiformal</p> <p>100-125 words</p>	<p>Dear teacher,</p> <p>My name is ... and I'm in ...</p> <p>I can't attend our lessons for work reasons. My apologies! We are working long hours, and changing shifts, too, with the high peak tourist season. It's very tiring and a bit stressful.</p> <p>However, I am not going to quit this course! I love learning to speak English! I'm keeping my listening log. I listen to your audios and the textbook audios almost every day.</p> <p>If it's OK, I'll hand in my log and do my pending orals at the end of the month.</p> <p>Sorry for the inconveniences and thank you for your patience.</p> <p>Kind regards, María</p>
<p>Avanzado 2 (B2)</p> <p>Informal</p> <p>125-150 words</p>	<p>Hi there!</p> <p>It's me, (full name), in 5ºA / Avanzado 2.</p> <p>How are you? I am writing to apologize for not going to class these days.</p> <p>I've had tons of work. My boss is nervous and demanding this month, and we're all working long hours, and changing shifts when needed... To make matters worse, my daughter is ill, and I've had to call my mum to come and stay with us until she recovers. Nothing serious but you know -- you simply worry!</p> <p>In any case, I'm not planning to quit! I've been watching the online documentary before going to bed. It's really interesting and I'm jotting down useful language to improve my language range.</p> <p>I hope you are not working too much!</p> <p>Take care and see you soon! María</p>
<p>C1</p> <p>Informal</p> <p>150-200 words</p>	<p>Hiya, Micaela!</p> <p>I'm writing to apologize for not being able to make it to class lately. You must have been wondering about me! Don't worry! Not quitting. It's just that life's gotten far too complicated for me these days -- plus emotionally draining. You see, my dad is in hospital -- though he'll be leaving soon, hopefully! -- and my daughter found a job, so I've had far too much on! (Incidentally, I've been telling myself the poem you asked us to learn!)</p> <p>I wanted to ask if it'd be OK if I handed in my assignment when I finally got back to class. I know it would be overdue, but I had started reading similar texts first, like you said, and had taken notes on structure and language. If my dad comes home this week, I'd probably get some time to finish what I started! So, could you please extend the deadline for me?</p> <p>Still, I might not manage it if more unexpected things happen... Anyway, I <i>do</i> hope to be in class with you all next week!</p> <p>Thanks and sorry for the hassle! María</p>