**Teaching Aims:**

After this class, students are expected to

1. Enhance the mastery of writing to reply with a letter of recommendation
2. Practice to construct the composition in a more comprehensive way
3. Review and improve their own version
4. Appreciate well-written versions

**Teaching Procedures:**

1. Lead students to reanalyze the requirements with their partners, reviewing the structure of replying with a letter of recommendation, and check the missed points.
2. Highlight the missed points in students’ writing
3. Writing purpose: Reply to recommend

(2)Hotel name

1. Lead students to think of the contents from different aspects and brainstorm proper expressions and sentence patterns:
2. How to extend the welcome to the receiver?

-from Ireland to China

-from Tom’s hometown to your city

-from online to offline

-feelings towards his coming

1. Reasons to recommend: Tom oriented

-combine Hotel’s characteristics with Tom’s demands

1. How to extend your wishes?

Think comprehensively to draft different versions

1. Writing guidance: Polish the peer’s work due to the previous discussions and outcome
2. Grammar
3. Effective organization of the contents
4. Language and expressions
5. Appreciation—learn from the official version and the teacher’s version
6. Pay attention to the basic structure
7. Pay attention to the coherence and cohesion
8. Improve the efficiency of the language and expressions