**设计理念：Design Concept**

Through the teaching of this class, understand the writing steps and basic framework of application letters like emails. Through steps such as examining the topic, planning and arranging, and paying attention to matters, improve the overall transfer ability in writing and achieve the improvement of English writing level. Combine teaching practice to design different work contents, stimulate students' thinking from multiple perspectives, and express different feelings for the work contents. At the same time, give the similar type of the writing for further study and appreciation.

**教学目标：Teaching Goals**

After Teaching this lesson,students will be able to:

1.know what factors should be included in a good writing;

2.learn about the layout and contents of an email;

3.accumulate materials related to aesthetic education

4.polish your writing

**教学步骤：Teaching Steps**

Step 1：Lead-in：

Ask the students whether they have the experience of having art classes outdoors.

Step 2：Analyze the topic

Genre：an email

Person: 1st

Tense: past

Position: subjective

Language/Voice : casual

Contents: the content of the work and the feelings

Step 3：The layout of the writing

Para 1 ：Convey the purpose and tell the background.

Para 2 : Tell the details of the work.

Analyze from different perspectives the possibilities of the content of the work.

Para3: Express the deep feelings .

The feelings about the content of the work as mentioned above.

Step 4: Demonstration of model writing

Step 5: Show the similar type of the writing