**教学设计**

1. **考题分析**

此应用文为推荐或建议信。由于下周日有两个志愿者活动同时举行，一个在火车站，另一个在市文化博物馆，交换生朋友Peter不知道选择哪一个参加，写信向你寻求建议。要求李华给Peter写一封邮件，推荐志愿者活动并说明理由。考生在作答时注意推荐信或建议信的交际功能。

1. **设计思路**

本次课程设计主要关注学生写作的思维过程，解决学生在实际思考及写作过程中存在的几个难点，如作为推荐信，要考虑到交际功能。如何写首段的写作背景；在选择志愿者工作时要考虑的因素有哪些；如何有逻辑地说明理由，如从总体到具体，具体可以从Peter个性、兴趣、活动意义和收获方面展开，并需要全面考虑到另一选择的弊端。

1. **Teaching objectives**

By the end of the class, students will be able to

1. Learn the structure of this composition.
2. Solve the specific difficulties in this composition.
3. Figure out how to write recommendation letter.
4. Enhance divergence and critical thinking.
5. Pay more attention to the logic,topic and function when writing.
6. **Teaching procedures**

**Step1. Lead in**

1. Have you ever participated in volunteer work?
2. Why do you choose to take part in it?
3. What key factors should be considered when choosing volunteer work?

**Step2. Before writing**

1. What’s the writing purpose of this E-mail?
2. Who is the receiver ?
3. What should we write ?

**Step3. Brainstorm**

What are the benefits of volunteer work at local cultural museum?

What are the benefits of volunteer work at the railway station?

**Step4. During writing**

Write and appreciate

**Step5. After writing**

Reflection

Have we achieved our writing purpose ?