**设计说明**

**Teaching Objectives**：

1. To provide students with the fundamental knowledge and understanding of the formats and styles of a notice.
2. To equip students with the ability to write a clear, concise, and effective notice in line with specific requirements and contexts.
3. To encourage students to analyze and evaluate the purpose and target readers, tailoring their writing accordingly.

4. To inspire students to use creative and engaging language related to the descriptions and significance of attending workshops focusing on traditional Chinese culture that can make their notice stand out.

**Teaching Procedures：**

Step1. Lead in

T presents a student’s writing to ask students to figure out the problems in the work based on the title.

Step2. Review of Knowledge

T guides the Ss by analyzing and studying a sample to understand the structure, tone, content, and requirements of notice writing, allowing students to learn from examples.

Step3: Exam analysis

3.1 T asks Ss to “read the tile” and analyse the key points that should be noticed and mentioned in the writing.

3.2 T encourages the Ss to brainstorm activities for a traditional Chinese culture workshop.

3.3 T inspires the Ss to practise using appropriate language expressions and formats to write the notice, including expressions related to the purpose and significance of the traditional Chinese culture workshop activities.

Step 4: Sample appreciation

T, together with the Ss appreciate the sample, learning the content and language expression of the notice.

Step 5: Excellent work appreciation

T presents another student’s work to the Ss, letting them read aloud and give feedbacks.

Step6: Consolidation

T assigns a writing task related to traditional Chinese culture to the Ss for the purpose of reinforcing their understanding and application of the cultural knowledge they have learned.