**Teaching Plan for *Applied Writing Series—Journey to the West***

* **Teaching objectives**

After this lesson, students are expected to

1. quickly and accurately grasp the theme by analyzing the given requirement;
2. systematically outline the layout, structure and main points;
3. draft and polish the writing by focusing on the choice of words and expressions which should be related to the theme.

* **Teaching procedure (T=teacher; Ss=students)**

**Step 1: Leading-in**

T presents two pieces of letters—letter of notification and letter of recommendation respectively, based on which Ss are asked to figure out their difference in purpose of writing and language features.

**Step 2: Analyzing the structure**

1. analyze the given requirement based on its genre, tense, person and required points.
2. outline the layout and structure of the points in an organized way (what, why, how).
3. draw student’s attention to the theme—recommendation, which should be reflected and highlighted in each part.

**Step 3: Analyzing the points**

1. what to recommend
2. review set expression in letters of recommendation
3. lead students to think how to express the object clearly and accurately
4. why to recommend
5. did the receiver ask for recommendation before?—which will decide whether to greet or not?
6. how did Li Hua know Erie’s interest?—add details which can show the authenticity.
7. how to recommend
8. review the language feature of recommendation
9. add one more feature—progressive, which requires Ss to organize the supporting details in a reasonable way (from general to specific/ from specific to general)
10. brainstorm the reasons, classify them and give relevant advanced expressions which can also highlight the theme

**Step 4: Revising works**

**Step 5: Polish your writing based on the given standards**

* 覆盖所有内容要点
* 语言丰富
* 文体适宜
* 句式丰富
* 词数恰当
* 交际顺畅
* 结构、内容、语言体现主题