**Teaching Objectives:**

By the end of this lesson, students are expected to:

1. summarize the basic structure of a letter of apology;

2. extract the key points of an apology email and evaluate their importance;

3. express an apology effectively using some typical sentence structures;

4. write their own letters of apology based on the given situation.

**Teaching Aids:**

A multimedia computer and a blackboard.

**Teaching Procedures:**

**1.  Structure building**

Get clear of the apology email format includes apology email subject line, apology email body copy and apology email ending. Highlight the key part of body--- Acknowledge your mistake/responsibility and apologize for it, explain what you're doing to fix it and outline next steps.

**2. Targeted reading**

Read the requirements in the passage and make sure which aspects should be considered Fill the blanks in two dimensions---outline and details as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| 审题 |  | 细节 |  |
| 文体类型 |  | 时态 |  |
| 目标受众 |  | 语气 |  |
| 语言风格 |  | 人称 |  |
| 篇章结构 |  | 理由 |  |
| 内容要点 |  | 措施 |  |

**3.Activate the words and expressions for the opening & closing of an apology email.**

Students learn the important content of a letter of apology as well as some useful expressions of opening and closing. Provide another kind of opening sample with the intention of finding out the significant point--- build apology emails that are honest, and emotional.

**4. Activate the reasons and actions to express remorse.**

a. list some subjective and objective factors of explanation

b. list some expressions to show the ways of making up the missed date.

Keep in mind that the ultimate goal of an apology is to rebuild the broken trust.

**5.provide samples and review the article already tested.**

**Homework**

According to the list,pick one of the causes and try to practice an apology email