采用“6+2”模式，提升应用文的有效交际

杭州二中树兰高级中学

**Teaching objectives**

1. To cultivate the students ‘ability to comprehend carefully the question of practical writing.
2. To add some details in a reasonable way.

**Teaching highlights：**

1. The introduction of “6”
2. The introduction of “2”
3. What should be added?
4. What should be omitted?

**Teaching difficulties**.

1. What should be added?
2. What should be omitted?

**Teaching resources**

The multi-media、colorful chalks

**Teaching procedures**

**Step 1 Lead in**

Show the real 2018 college entrance exam and give students some time to consider how to comprehend the exam carefully.

**Step 2 While-teaching**

**Activity 1 : The introduction of “6”**

1. 审体裁 体裁正确，格式才不会错。
2. 审关系 不同的关系使用不同的交际用语。不符合身份的交际用语会导致交际的不得体。
3. 审人称 人称要与文章一致。
4. 审时态 文章涉及的往往是多种时态的混合。
5. 审要点 要点齐全保高分。
6. 审回复 根据交际原则是否需回复。

**Activity 2 : The introduction of “2”**

**应用文中有这样两个注意事项：**

1. 词数80左右；

2. 可以适当增加细节，以使行文连贯。

根据交际原则， **删掉**不必要的或者错误的细节。

根据交际原则，**增加**一些必要的原因、结果、意义等细节。

**Activity 3 : What should be added?**

根据应用文的命题要求，增加一些与主题相关的合理细节，或根据作文题目中的要点提示，恰如其分地增加一些细节，既能够起到“前引后联”的作用，又可以补充一 些相关信息，帮助读者理解所写内容。

本节主要从**从形式上、内容上、语气上和情感上等几方面帮助学生提升应用文的有效交际，不仅可以培养学生的思维能力，还可以让学生的文章丰盈饱满，让细节拓展的合情合理，让有效交际得到恰当地应用。**

增加细节

行程信息

增加航班出发和到达的时间和地点

钱包特征

联系方式

其他细节

联系方式

联系方式

外部：颜色、材料、图案、形状等

内部：钱包里装了什么？

手机、电话、e-mail等

增加原因、目的、结果、意义、情感等，提高学生的思辨能力

注意几点：

1. 增加角色带入，体现人文情怀。
2. 打亲情牌，以情感人。
3. 根据实际情况，进行有效交际。

根据交际原则，增加一些必要的细节, 有效避免逐条翻译和流水账的弊端。

**Activity4 :** What should be omitted?

根据交际原则，删掉不必要的或错误的细节。

**Step 3 Post-teaching Practice**

(1)

Dear Sir，

I’m LiHua, a passenger of the flight FL753, which was scheduled to arrive in London at 8 p.m. on October 25th. During the flight, my wallet was lost by mistake and I wonder if you could help me.

with a lovely cat model on it, the brown wallet contains 200 yuan, my credit card and ID card and my ipad. If you find it, please email me at LiHua@163.com. If possible, please send it to the London airport,where I would pay a great deal of money for it.

I would be extremely grateful if you could help me find it.

Yours,

LiHua

(2)

Dear Sir,

I’m LiHua, a passenger in the FL753 flight. I hope you can help me look for my wallet which was lost when I arrived in London.

Yesterday, I just took FL753 flight from Shanghai to London. I realized my wallet had lost when I got to my destination.

My wallet is black and small. There are some books, a computer, money and my ID card.

You must call me if you find it.

Yours,

LiHua

**Step 3 Enjoy the students’ works**

**(1)**

Dear leader,

My name is Li Hua, one of your passengers, writing to cordially ask for help on arriving in London this evening. I found my wallet had lost, which was likely to remain on the flight FL753 I took. Therefore, I have no choice but to turn to you for assistance. I wonder if you would be so kind as to search the plane for my wallet. The leather wallet is blue with a cat pattern on it, containing some money.

If it’s possible for you to oblige me with the information of my wallet, please drop me a line. Your prompt reply to this letter will be highly appreciated.

Yours,

LiHua

**(2)**

Dear Sir,

I am LiHua, a passenger of flight FL753. Upon arriving in London Airport last night, I found my wallet missing, inside which there is a credit card, eight pieces for one hundred. Most importantly, there is a photo belonging to my late grandmother. In addition, it is emerald green and is made of leather.

My wallet is of great importance to me, Therefore, please allow me to know if any airport clerk or any other passenger happens to find it. I can be reached at any time by cellphone at 86754321.

I’m much obliged to you. Looking forward to your early reply.

Sincerely yours,

LiHua