**Reading for Writing**

Write an email of a travel plan

**Task1** read for the mail format（邮件格式）

An email includes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Task2** match the main idea of each paragraph

Para1 main purpose for the trip

Para2 transport

Para3 final thoughts

Para4 other plans for the trip

**Task3** read for the organization and language features of each paragraph

Para1:

►structure of paragraph1 (段落结构)

①\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

②\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

③\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

►expressions &tips

\*reply to an email in the beginning:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*write your plan right away:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\*wise choice of expressions:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Para2:

►structure of paragraph2 (段落结构)

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►expressions:

Write your paragraph in the order of place/time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Different ways to express “because”：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Para3:

►use the present continuous tense to tell leaving & arriving time

► Arrange your time more specific

Para4:

►expressions:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Task4** Write for your own travel plan

|  |  |
| --- | --- |
| To ： |  |
| Subject ： |  |

——————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————————**Assessment** :Is it a well-written email?

|  |
| --- |
| **Checklist 1** |
| A specific purpose? |  |
| A fixed format? |  |
| Appropriate language  |  |

|  |
| --- |
| **Checklist 2** |
| Neat handwriting? |  |
| Does each paragraph have a clear main idea? |  |
| Does the writer use the present continuous tense for future plans? |  |
| Are all the words spelt correctly? |  |
| Are all the proper nouns captalised? |  |

Reference material:

●Bei Jing: 颐和园 the Summer Palace/故宫 the Imperial Palace /紫禁城 the Forbidden City/天安门广场 Tian'anmen Square/人民英雄纪念碑 Monument of the People's Heroes/长城du the Great Wall

●Hang Zhou: 灵隐寺 Lingyin Temple 钱塘江 Qiantang River

和坊街 Hefang Street 西湖 West Lake 西湖十景The Ten major attractions of West Lake 杭州植物园 Hangzhou botanical garden

●Qu Zhou: 江郎山Jianglang Mountain 三衢石林 San Qu Mountain

廿八都古镇 Nian Ba Du ancient town 孔庙 Confucius Temple

Expressions：

●不到长城非好汉One who fails to reach the Great Wall is not a hero

●民间故事“白蛇传”：the folk story “the Tale of white Snake”; 上有天堂，下有苏杭 “Up in heaven; there is paradise; down on earth; there are Suzhou and Hangzhou.”

●衢州三怪：3 monsters of Qu Zhou 烂柯山传说 the story of Lan Ke Mountain

三头一掌 heads of rabbits fish &ducks and duck webs