**强化审题，建构思维**

**2023年12月四校联盟应用文讲评教学设计**

**【写作任务分析】**

应用文写作告知信的写作主体任务是告知别人某事，主要的选材在于校园生活安排、社会实践等。总体审题难度不大，近些年出现频率升高，更强调告知时语言的得体，内容的完整和表达的精练，对于学生整体语言能力要求高，侧重考察学生如何在有限篇幅内传达清晰明了的讯息。

本课教学紧紧围绕笔者设计的四个部分引领原则（pioneering principles）：审题是布局的基础、布局呈现思维的骨架、写作是语料的重组变换、迁移是命题生命的延展。

**【教学目标】**

**I. Writing Skill Development:**

Clarity and Coherence: Students should be able to organize information logically for clear communication. Emphasis on using appropriate transition words for smooth flow.

Conciseness:Teach students to convey information concisely without unnecessary details. Encourage elimination of redundant expressions for brevity.

**II. Language Proficiency:**

Vocabulary Usage: Expand vocabulary related to informing, inviting, and suggesting.

Grammar and Syntax: Reinforce grammatical structures for effective sentence construction.Emphasize the correct use of tenses, especially in providing event details.

**III. Content Development:**

Introduction: Train students to craft engaging introductions that immediately convey the purpose of the letter.

Body Paragraphs: Develop skills in presenting detailed and relevant information.

Conclusion: Teach students to conclude the letter by summarizing key points and encouraging further action if necessary.

**IV. Cultural Awareness:**

Tone and Formality: Instruct on appropriate tone based on the recipient and purpose. Develop an understanding of formality levels in different contexts.

Cultural Sensitivity: Foster awareness of cultural nuances in language use. Train students to adapt their communication style to diverse audiences.

**V. Practical Application:**

Real-Life Scenarios: Provide practice with scenarios resembling actual informative letter writing situations. Encourage peer reviews to simulate real-world feedback.

Editing and Revision: Teach effective self-editing techniques for refinement of written content. - Emphasize the importance of revising based on feedback.

**VI. Assessment Criteria:**

Content Accuracy: Evaluate if the purpose of the letter is effectively communicated.

Language Proficiency:Evaluate grammar, vocabulary, and overall language proficiency. Consider appropriateness of tone and formality.

**【教学过程大纲】**

**Stage 1 强化审题意识**

Grasp the basic information of the question stem.

Present four error-prone points of exercise analysis.

**Stage 2 建构思维框架**

Use the three-paragraph form to form a writing structure,

Present Bruno's hierarchy theory of thinking,

Make a connection between the two.

**Stage 3 语料积累运用**

Explore writing methods step by step,

Use the "question - answer - example" structure throughout the writing process.

Occasionally summarize important usages of some words or phrases.

 Provide two sample writings to develop students’ skills of evaluation.

**Stage 4 赏读话题迁移**

Change the topic to another genre,

Let students independently explore the writing.