教学背景

The students had submitted their first drafts before attending the class. Therefore, the lesson plan is designed based on the common mistakes made by the students.

教学目标

At the end of this class, students are expected to

1. follow the recommended steps of practical writing;
2. know how to interpret the requirements and determine the social distance between the addresser and addressee;
3. apply politeness strategies according to the social distance in practical writing.

教学重难点

1. Students rarely pay attention to the identities of addresser and addressee in practical writing assignment, which results in their neglect of social distance.
2. Students lack knowledge of politeness strategies and useful expressions in practical writing.
3. Students tend to use polite expressions mechanically regardless of the nature of addresser-addressee relationship.

教学过程

Step 1: Lead-in

* Ask individual students to share their understanding of “host family”.
* Invite a student with former experience in hosting foreign student to share her story.
* Add materials found online to clarify the concept.

Purpose: to avoid misunderstanding caused by cultural difference.

Step 2: read and interpret

* Ask students to match the given descriptions with “I” or “Lynn”

Purpose: to clarify the identities and social distance accordingly

Step 3: make an outline

* Display students’ work in juxtaposition to the recommended outline.
* List irrelevant content that students included in their writing.

Purpose: to emphasise the importance of structure in practical writing

Step 4: polish language

* Illustrate how politeness presents itself through language.
* Introduce both positive and negative politeness strategies with examples.
* Provide useful expressions for students’ reference.
* List problematic sentences in terms of politeness and ask students to revise.
* Guide students to think “How would you feel if you were Lynn?”
* Highlight the difference between sentences after politeness strategies were applied.

Purpose: to help students understand why politeness strategies are needed and how they work

Step 5: revise the first draft

* Ask students to revise their first draft and invite several students to share their final version.
* Provide a possible version for students’ reference.
* Sum up the 3 steps in practical writing.