**推荐信(A letter of recommendation )教学设计**

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**Teaching aims:**

1. Students will analyze the structure and the language features of a recommendation letter.

2. Students will learn to apply what has been learned to a recommendation letter.

**Teaching important and difficult points:**

1. How to help each other and solve the problems in groups.

2. How to help students analyze the criterias of a recommendation letter.

3. How to help students write an appropriate a recommendation letter.

**Teaching procedures:**

**Step1：Preview**

**Group work1: Make a research about what should be included in the letter**

T: today we are going to learn how to write a perfect letter of recommendation. First let’s read the requirements of the letter, then work in group of four and tell me what should be included in this letter.

【设计意图】课前通过小组合作形式，根据题目的要求审题，按照审题五问的原则探索文章的时态，人称以及段落的分布。

**Step2：lead-in**

Q：What’s the structure like and what should be included in each part?

|  |  |  |
| --- | --- | --- |
| 段落 | 要点 | 遣词造句 |
| Para1. |  写信背景+写信目的 |  Learning/knowing that….I'm writing to recommend.. |
| Para2. |  推荐理由 |  With 的复合结构，定语从句，非谓语，同谓语 |
| Para3. |  希望+期待 | * take….into consideration
* Look forward to your reply
 |

【设计意图】让学生填写表格，可以更加清晰的发现每个段落应包含的内容和常用的句式。这样，加深了学生思考，让他们心中有结构不会写出脱离主体或者结构不清晰的文章。

**Step3: Writing**

**Task1： How to write a perfect beginning and focus on students’ problems**

* Learning/Knowing that you are looking for a Chinese tutor for your son, I'm writing to recommend Wang Ming, one of my friends, to you.
* Learning that you are eager to find a person to teach your son Chinese, I am writing to recommend my friend Wang Ming.
* Informed that you have trouble in looking for a Chinese teacher for your 8-year-old son, I am writing to recommend my friend Wang Ming.
* Knowing that you're searching for a Chinese tutor, I'm writing to recommend a suitable candidate, my friend Wang Ming to you.

【设计意图】指导学生什么样的开头比较受欢迎，并指导在写第一段中学生容易出现的拼写错误和表达错误。

**Task2 ：Body part**

**推荐理由 个性特质**

**语言水平**

**经验能力**

**个性特质 1.先天个性：**

* **be born (blessed/endowed/equipped) with/ a sense of humor/warmth hospitality/amiable and dynamic personality (character)**
* **be born as an extrovert**

**2有耐心，有爱心：**

* **amiable / responsible character /humorous and patient**
* **extend/render a helping hand /his share of help whenever possible**

**3与人友好相处：**

* **get along well with…**
* **build a good relationship with…**

【设计意图】通过语言和思维层面的归纳总结，让学生明白推荐人物需要表达的几个方面的内容，不管是推荐信还是自荐信我们可以从个性特质、语言水平、经验能力这几个方面着手写。并列举出常用的好词好句。为后面的自荐信奠定了词汇和语言的基础。

**Task3： How to polish a sentence**

* He is highly proficient in both Chinese and English
* He is equipped with a responsible character
* Not only is he highly proficient in both Chinese and English, but is equipped with a responsible character
* He always gets along well with kids.
* He has **humorous and patient character**
* **With humorous and patient character**, he always gets along well with kids.
* He has abundant experience as well as subtle tutoring techniques
* It qualifies him to help your son make progress in Chinese learning.
* He has abundant experience as well as subtle tutoring techniques, which qualifies him to help your son make progress in Chinese learning.
* He has been exposed to an authentic English background for ages so he has a command of English and Chinese.
* It will be of great help in tutoring your son.
* Exposed to an authentic English background for ages, he has a command of English and Chinese, which will be of great help in tutoring your son.

【设计意图】通过句式的提高练习，让学生明白应用文写作中句式的重要性。通过几种常见的句式练习，学生将掌握我们在应用文中使用频率较高的定语从句，with的复合结构和not only..。but also 的句式。

**Task4：Ending part**

* Hopefully, my recommendation can be taken into your consideration.
* I do hope you can take Wang Ming into consideration and believe your son will enjoy Chinese learning with him.
* I would be appreciative if you could consider my recommendation favorably
* I'd be grateful if you could consider my recommendation

**Step4：Appreciation**

**Show some groups’ compositions in class and make comments.**

【设计意图】课堂展示学生和老师的作品，并给以点评，使学生欣赏里面优美的语言，避免一些容易犯的错误。

**Step5：Homework**

**Group work2：Finish the letter and check it with group members.**

**假定你是李华，你校学生会将进行主席换届选举，请给负责学生会的格林先生写一封英文信， 推荐自己, 内容包括：**

 **1. 性格特点；**

 **2. 个人优势；**

 **3. 希望获准。**

|  |  |
| --- | --- |
| The structure of the speech is clear and organized. | YES/NO  |
| The content is vivid and to the point.  | YES/NO  |
| The words and sentence patterns used are diverse and flexible. | YES/NO  |
| There are no obvious grammar and spelling mistakes | YES/NO  |
| The handwriting is neat rather than messy. | YES/NO  |

【设计意图】实现语言输入，并通过小组合作，互评作文，培养合作意识，并能相互学习。