背景分析：

此次应用文题目源于高一的期中考试，题目语境与高三四月三地市联考语境相似，因此，本人做了一个作文联动分析，从审题、内容、语言和技巧四个维度进行讲解，其中提供语言支撑、进行思维拓展和技巧训练，最后把高三三地市联考作为一个练习，让学生将所所学是写作技巧及时运用。从高一到高三，写作教学应该是循序渐进，层层铺垫，最终导向高三的写作，在高一阶段，学生在应用文中的语言表述、思维建构以及内容拓展、写作技巧等几个方面都需要教师的一定指导，而这些方面在高一阶段能够得以一一落实，最终才能指向高三的考场写作，可以使学生在高三可以规避一些不必要的写作错误。

教学目标：

1. 掌握应用文的关键要素和审题技巧
2. 学会通过提问构建应用文的文章结构
3. 根据对应用文的要素把握与文章结构，选择准确精炼的语言、合适的语调，补充合理的细节支撑，使文章的得以完整、精准和连贯。

教学过程：

Step1: Review

Review the term and analyze the objection, occasion and objective of this letter.

(Aims: to know how to choose the tone, tense and what to write.)

Step2: Outline the layout

To outline what to write in the letter and how to organize each parts.

(Aims: to know how to make the whole text coherent and logical)

Step3: Language for each part

1. Beginning part

To make a clear beginning by being accurate in words choices and concise in sentence patterns.

1. Body part:

To cover the key points by choosing proper expressions and adding practical details.

1. Ending Part

To make effective and brief ending by being sincere in wishes

(Aims: to master some skills in making the writing coherent, complete and concise.)

Step4: Appreciate Ss’ writing

(Aims: to know what good writing is.)

Step5: Practice

(Aims: to consolidate and apply the skills they have learnt.)

Step6: Assessing

To see the rating scales for application writing.

(Aims: to know what factors should be included in a good writing.)