**宁波十校3月模考应用文教学设计**

**设计理念：**通过本节课的教学，了解**建议信**的写作步骤及基本框架，通过审题、谋篇布局、语言的遣词造句等步骤，提升写作整体迁移的能力，实现英语写作水平的提高。选择本次考题中的应用文易错点作为示范，结合教学实践设计应用文考题与范文习作相结合的赏析课。

****教学目标：**Teaching Goals**

After Teaching this lesson, students will be able to:

1. know what factors should be included in a good writing;

2. learn about the layout and contents of a letter of inquiry;

3. write the letter of inquiry correctly;

4. Polish your inquiry letter;

5. know what a letter of inquiry is like.

****教学步骤：****

****Step 1：****导入：Lead-in：Preparation for writing：  
审读题干：1. 写作类型（type of writing），写作目的（purpose of writing)

1. 人物关系、时态 (characters, key words and tense)

****Step 2：****谋篇布局；

Para 1: The beginning 写信背景+目的

背景： Self introduction +Information source

目的：报名+询问信息

Para 2: The body 说明报名原因+询问情况

Identity：暑期留学生

Tip 1: Read for the underlying meaning

Para 3: The ending 期待

Tip 2: Write in a polite tone

****Step 3：****语言：

Para 1 ：Tip 3: The selection of content should be determined based on practical application.

Para 2: Tip 4: The key points should be combined with real-life characters.

Para 3:Tip 5: Express your expectations according to the context

****Step 4:范文赏析****

下水文

Dear Sir/Madam,

My name is Li Hua, currently studying in London during the summer break.I am writing to express my interest in the volunteer recruitment notice posted online by your community.

I am keen to sign up as a volunteer because I believe in giving back to the community and making a positive impact. Could you please provide me with more details regarding the specific volunteer opportunities available, the time commitment required, and any necessary qualifications or training?

I am eager to contribute my time and skills to assist in any way I can and look forward to the opportunity to work with your community.

Thank you for considering my application.

Yours ,

Li Hua

范文：

Dear Sir/Madam,

Fascinated by your volunteer recruitment advertisement online, I'm writing to extend my fervent(强烈的) anticipation to participate and enquire about some relevant information.

Yearning for blending into local society and extending my abilities to help others, I find this work exactly caters to my expectations. I wounder if you could endow（赋予） me with detailed arrangements, thus guaranteeing appropriate preparations for the work in advance. Hopefully, I could be given the golden opportunity to get involved in your program and enrich my experience

I'm grateful for your attention and looking forward to your prompt reply.

Yours ,

Li Hua