

教 案

周 次	第 周, 第 次课	授课时间	年 月 日
授课章节	Part One: Manuscript Form		
本(章)节 授课方式	课堂讲授 (√) 实践课 ()	教学时数	2 课时
授 课 要 点	本 (章) 节 教 学 目 标	<ol style="list-style-type: none"> 1. To help students grasp the basic rules of manuscript form 2. To help students make their writing meet the basic requirements of manuscript on the basis of a real understanding of it 	
	教 学 重 点 和 难 点	<p>Key Points: The basic rules of manuscript form</p> <p>Difficult Points:</p> <ol style="list-style-type: none"> 1. Capitalization 2. Word-division 	
思 考 题 或 作 业	<ol style="list-style-type: none"> 1. Review what has been discussed. 2. Finish the exercises in the textbook. 		

教学内容与组织安排

Part One: Manuscript Form

Teaching Focus: Requirements and thoughts on writing

Time Allotment:	Lead-in	5 minutes
	Arrangement	15 minutes
	Capitalizing	15 minutes
	Practice 1	15 minutes
	Word-division	30 minutes
	Practice 2	17 minutes
	Assignment	3 minutes

Teaching Procedures:

I. Lead-in (5 min)

Activity:

1. Ask students to answer the following questions:

Q: *What's your idea of the manuscript form in English?*

What do you want to achieve in English writing after you learn this lesson?

Reference 1: When you are learning to write, you should have a clear idea of what is a good manuscript form. You should understand everything --- writing the title, leaving margins, indenting, capitalizing, and dividing words --- according to generally accepted rules. Whenever you write something, work carefully, write neatly and clearly, and try to make as few mistakes as possible. Before handing in your essay or exercise, proofread it once or twice, because you may need to make some final corrections and changes. If you always work in this way, you are sure to make a good manuscript form.

Reference 2: The course is not everything that you can not count on it too much, hoping that after taking this course, you can own a magic pen. However, you can learn some useful principles in the theory. If you make a lot of perseverant practice, you can make great progress in this course.

2. List some famous sayings on writing for students

“Practice makes perfect.”

“Practice a lot in writing can help you perfect in writing.”

“Reading makes a full man, conference a ready man, and writing an exact man.” ----- Francis Bacon
读书使人充实，讨论使人敏捷，写作使人严谨。 ----- 弗朗西斯·培根

(Notes: He was one of the earliest English essayists and great philosophers.

A full man: a man with a wide range of knowledge.

A ready man, a wise man who can deal with all kinds of occasions

An exact man: a man who speaks and writes with accuracy)

3. Discussion

Ask students to discuss about manuscript form.

Q: *What is the main content of the part?*

Reference: it just gives us some basic rules of a good handwriting. To be specific, it contains the rule for title writing, leaving margins, indenting, capitalizing and dividing words.

II. Arrangement (15 min)

1. Rules for leaving margins

- (1) It is better to write on every other line and leave enough space for correction.
- (2) Leaving margins: leave margin on each side of the paper about two centimeter at the top, a centimeter and a half at the left, the right and bottom.

2. Rules of writing the title

Activities: ask the students to write some composition titles, then after text explanation ask them to improve what they have written according to the rules

(1) Write the title in the middle of the first line

(2) Capitalizing of the title

The following kind of words in the title must be capitalized.

The first and last words of the title and all the other words except articles, coordinating conjunctions, prepositions and the to infinitive

3. Rules for indenting

(1) Indent the first line of every paragraph

(2) Leave a space of four to five letters.

4. Rules for paging

(1) Use Arabic numerals without parenthesis or periods in the upper right-hand corner of all pages. The first page need not be marked.

(2) Do not begin a line with any punctuation marks; Do not end a line with the first half of a pair of brackets, quotation marks, or parentheses.

(3) The hyphen that indicates a divided word is put at the end, not at the beginning, of a line.

III Capitalizing (15 min)

Rules for Capitalizing

The following words should be capitalized.

(1) The first word of sentence

(2) The key words in titles

e.g. Part One Manuscript Form

(3) The proper nouns

e.g. English, China, America, Newton, Francis Bacon, etc.

(4) The first word of quoted speech

e.g. Jane Austen said, "It is a truth universally acknowledged, that a single man is in possession of a

good fortune, must be in want of a wife."

(5) Common nouns that are parts of proper names

e.g. The People's Republic of China, the United States of America, the Middle Ages, Labor Day, etc.

(6) Words derived from proper names

e.g. Marxism, Confucian, Latinize, Vietnamize, etc.

IV Practice 1 (15 min)

V Word Division (30 min)

Rules for word-division (Page 3)

(1) General rules for word division

(2) Some special rules

VI Practice 2 (17 min)

VII Assignment (3 min)

1 Exercise in capitalization

Each of the following spaces below is preceded by an "opportunity for error" in capitalization. If the word is capitalized correctly, write a C in the space; if it is incorrect, write an I (use capital letters).

(1). Dr. Goldberger traveled through the Southern 错误! 未找到引用源。 part of pennsylvania 错误! 未找到引用源。 to get to the conference on victorian 错误! 未找到引用源。 poetry 错误! 未找到引用源。 .

(2). Many of the students in the introduction 错误! 未找到引用源。 to Microcomputers course at the university 错误! 未找到引用源。 of hartford 错误! 未找到引用源。 last fall 错误! 未找到引用源。 preferred using macintosh 错误! 未找到引用源。 Computers 错误! 未找到引用源。 rather than the pc's 错误! 未找到引用源。 provided in the Lab 错误! 未找到引用源。 .

(3). My favorite uncle 错误! 未找到引用源。 , my Father's 错误! 未找到引用源。 brother, wrote a famous book on the role of buddha 错误! 未找到引用源。 in Herman Hesse's novel *siddhartha* 错误! 未找到引用源。 .

(4). "Wait," He 错误! 未找到引用源。 said, "Until 错误! 未找到引用源。 the Huskies 错误! 未找到引用源。 have won a few games."

(5). The secretary 错误! 未找到引用源。 of the Society 错误! 未找到引用源。 of Concerned 错误! 未找到引用源。 Students 错误! 未找到引用源。 wrote to the Ambassador 错误! 未找到引用源。 .

of south 错误! 未找到引用源。 Africa 错误! 未找到引用源。 .

(6). On the fourth 错误! 未找到引用源。 of July 错误! 未找到引用源。 , we celebrate the war 错误! 未找到引用源。 of Independence 错误! 未找到引用源。 ; on labor 错误! 未找到引用源。 Day 错误! 未找到引用源。 , we celebrate the contributions of Organized 错误! 未找到引用源。 Labor 错误! 未找到引用源。 to American 错误! 未找到引用源。 life.

VI. Assignment (2 min)

1. Do the exercise on P2 and P4

2. Review what we have learned this period and preview what will be learned next period.

Keys of practice in the class

1.IIIC

2.IIICIIII

3.CIII

4.IIC

5.CCCCIIC

6.ICICICIIIC