

教 案

周 次	第 周, 第 次课	授课时间	年 月 日
授课章节	Part Five The Whole Composition: Outline		
本(章)节 授课方式	课堂讲授 (√) 实践课 ()	教学时数	2
授 课 要 点	本 (章) 节 教 学 目 标	<p>Students should know the importance of outline and learn to write the effective outline.</p>	
	教 学 重 点 和 难 点	<p>Key Points: Outline</p> <p>Difficult Points:</p> <ol style="list-style-type: none"> 1. The Steps of outline writing 2. Different types of outline writing 	
思 考 题 或 作 业	<ol style="list-style-type: none"> 1. Review what we have discussed today. 2. Write a composition according to the outline of the topic "The Benefits of Exercises" 		

教学内容与组织安排

Part Five The Whole Composition: Outline

Teaching Focus: Outline

Time Allotment:	Warm-up	3 minutes
	Planning a Composition	5 minutes
	The Steps of Writing the Outline	15 minutes
	The Types of the Outline	10 minutes
	Exercise	10 minutes
	Assignment	2minutes

Teaching Procedures:

I. Warm-up (3 min)

1. Exercise for writing

Activity: The teacher ask the students to write a composition about the following topic :
The Benefits of Exercises (Word limitation: 250 Words)

Q: How will you write it? What is the process?

Possible answers

- a. Write the first paragraph, and then write the following paragraphs one by one.
- b....
- c....

II. Planning a Composition (5 min)

“When something can be read without effort, great effort has gone into its writing.”

-- Enrique Jardiel Poncela

Before you even begin writing the first sentence of your essay, you need to plan your essay. Planning in an exam is vital to enable you to produce a first-class essay.

Why we should plan?

Planning your essay helps you in three important ways:

1. Structure

The plan gives your essay a clear structure for examiners to follow as they navigate their way through ideas and arguments that are unfamiliar to them. Without this you're likely to lose them, and if they can't see why your arguments are relevant, or they can't see what you're doing and why, they cannot give you marks, no matter how good your work might be.

2. Your arguments

It helps you ensure that all of your arguments are clearly and consistently argued, and that you have sufficient evidence to support them. It also reduces the risk of omitting some really important section or argument that is central to the issues raised by the essay.

3. Your writing

By rehearsing your arguments in detail you will avoid the problem of trying to do the two most difficult

things in writing at the same time: pinning down your ideas clearly, and then summoning up the words and phrases that will convey them accurately.

周玉亮经典语录

想的时候不写，写的时候不想。

换句话说：构思和提纲阶段想好写什么，具体写作过程中只想如何做到词汇丰富、句式多样、衔接自然。严格按照构思和提纲阶段确定的内容来写。中途冒出的想法再妙也不要采用以保证整个文章思路是一致的。

III. The Steps of Writing the Outline(15min)

Step 1 Analyze the topic

1) Try to make sure you really understand the topic, or the requirement of writing.

Writing Materials:

Topic

Outline

Passage

Picture

Video clipping

A piece of sound.

Try to find an interesting topic

Step 2 Collecting the Materials

Resources:	Library	Books	Listening
	Internet	magazine	feeling
	TV	newspaper	reading
	surrounding	References	touching

Step 3 Put Down All the Relevant Facts

When the topic is assigned, the student should first try to think of as many relevant facts as he can and write down on the paper. Don't waste time writing so many words, even paragraphs.

Resource:

Different ways:

various ideas– against or for

proverbs

useful number

reports or stories on

newspaper or TV or somewhere

See The Example on Page 145

---- The School Library

Step 4 Find a Proper Thesis or Theme

At the same time he should try to find a proper thesis or theme.

Thesis is its main point or its central idea. It is conclusion that should be draw from the facts to be presented in the composition

Step 5 Choose and Rearrange

After that, he should look at the lists of facts again, eliminate those unnecessary or unimportant ones, rearrange them in logical order.

Step 6 write an outline

What is it?

An outline is a general plan of the material that is to be presented in a speech or a paper. The outline shows the order of the various topics, the relative importance of each, and the relationship between the various parts.

Order in an Outline

There are many ways to arrange the different parts of a subject. Sometimes, a chronological arrangement works well. At other times, a spatial arrangement is best suited to the material. The most common order in outlines is to go from the general to the specific. This means you begin with a general idea and then support it with specific examples.

Parts of the outline

See Page 106

IV. The Types of the Outline(10min)

The two main types of outlines are the topic outline and the sentence outline.

In the topic outline, the headings are given in single words or brief phrases. **In the sentence outline**, all the headings are expressed in complete sentences.

Activity: ask the students to summaries the features of the sentence outline

Features

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1. Subdivide topics by a system of numbers and letters, followed by a period.

2. Each heading and subheading must have at least two parts.

Example:

I.

A.

B.

1.

2.

a.

b.

II.

A.

B.

3. Be consistent

Do not mix up the two types of outlines. Use either whole sentences or brief phrases, but not both.

4. Use parallel structures

Example:

Family Problems

Custodial: Non-custodial Conflicts

Extended Family

Adolescent's Age

Economic Problems

Child Support

Women's Job Training

Lower Standard of Living

Possible Relocation

Poorer neighborhood

New School

Peer Problems

Loss of Friends

Relationships with Dates

5. The thesis should be a complete declarative sentence in the affirmative.

No question

No phrases

No dependent clause

Example

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V. Exercise(10 min)

1. Write the topic outline of the topic “The Benefits of Exercises” and discuss what we have written.
2. Write the sentence outline of the topic “How Should Parents Help Students to Be Independent?” and discuss what we have written.

VI. Assignment (2 min)

1. Review what we have discussed today.
2. Write a composition according to the outline of the topic “The Benefits of Exercises”