

教 案

周 次	第 周, 第 次课	授课时间	年 月 日
授课章节	Part Nine Practical Writing: Notes		
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>1. To help students grasp the basic structure, style and requirement of a note</p> <p>2. To help students learn how to use some effective devices to write a note so as to do them a great favor in TEM-4</p>	
	教 学 重 点 和 难 点	<p>Key Points:</p> <p>1. The basic structure and style of a note</p> <p>2. The basic requirement of a note</p> <p>3. The writing skills of different kinds of Notes</p> <p>Difficult Points:</p> <p>1. The writing skills of different kinds of Notes</p> <p>2. Useful sentence patterns</p>	
思 考 题 或 作 业	<p>1. Review what has been discussed.</p> <p>2. Finish the exercises in the handed out paper.</p>		

教学内容与组织安排

Part Nine Practical Writing: Notes

Teaching Focus: The basic structure, style, requirement and writing skills of a note writing

Time Allotment:	Lead-in	5 minutes
	About the basic structure, style of a note	10 minutes
	The writing skills of different kinds of Notes	60 minutes
	Practice	13 minutes
	Assignment	2 minutes

Teaching Procedures:

I. Lead-in (5 min)

Activity: compare the styles of two letters, one is in Chinese, the other is in English. Ask the students to figure out the differences and similarities between the two letters.

Q: *What are the differences and similarities between the two letters?*

II. About the Basic Structure, Style of a Note (6 min)

1. The basic structure of a note

Q: *What are the basic structures of a note?*

The style of note writing used in TEM4 is almost the same as that in Common English letters. Specifically Speaking it includes date、salutation、body、complimentary close and signature.

2. How to Write Each of the Structure of a Note?

A. Date. Firstly, you should be familiar with the differences when writing the date in English and Chinese. When in English, the date is often written at the top right corner (semi-block), but occasionally at the top left corner block); While, when in Chinese, the date is often written at the lower right corner. The format of the date differs from country to country. The common formats are typical American one (Month/Day/Year) and British one (Day / Month /Year). Eg: 2008 年 4 月 21 is usually written as the following: April 21, 2008 or April 21st. 2008;

B. Salutation. Generally, it begins with Dear sb. and is placed one or two lines below the last line of the date and begins at the left margin. If the note is addressed to an individual, use that person's courtesy title and last name (Dear Mr. Lanbam). Even if you are on a first name basis (Dear Lily), be sure to add a comma(or a colon) after the salutation

C. Body. It is most important part of a note. It is placed one or two lines below the last line of the salutation but should be left five letter space. If there is the second paragraph, remember that it should be aligned at with the first paragraph.

D. Ending. It consists of two parts--complimentary close and signature

(1) Complimentary close is often placed one or two lines below the last line of the body and should be right indented. Remember, there must be a comma after the complimentary close. ① to those who we are not familiar with, we had better write as the following: Yours sincerely, Sincerely yours, or Sincerely. ② to superiors and eldership, we had better write as the following: Yours respectfully or

Respectfully yours. ③to those who we are familiar with or our common friends, we can write as the following: Yours sincerely, Sincerely yours, or Sincerely④ to our close friends, we can use ---Yours, Love, With love, Best wishes, Best regards.⑤ to our relatives, we can use ---Love, With love, All my love, Yours affectionately, Affectionately yours, Lovingly yours, Yours lovingly, Your loving son(Dad...); Since the note writing in TEM4 is often connected with the things that are related to the daily life of the students, and are often addressed to their friends, teachers and acquaintances, we had better use the following ones: Yours sincerely, Sincerely yours, Sincerely, or Yours. (2) signature. It is often placed just below the complimentary close. If the name is mentioned in the direction, just use that name. If mentioned, do not use your own name.

III. About the Basic Style of a Note (4 min)

Format:

Aug.29
(Date)

Dear ... ,

(Salutation)

.....

.....(Body).....

.....

Yours ever,
(Complementary close)
Daphne
(Signature)

a note of notice or ad:

Notice / For Sale/ An Offer to Buy

(Apr. 17, 2010)

(Dear ..., / :)

I'm _____

Student's Union / Mary

IV. The Writing Skills of Different Kinds of Notes (60 min)

● **Invitation/ Appointment**

Reason +time and place + thanks

Eg: You are the monitor of your class. You are going to write an invitation to your foreign teacher, Mary, to ask her to join your New Year's dinner on behalf of your classmates. Please tell her exactly the time and

place you are going to have the dinner.

Sample

April 10, 2010

Dear President Wang,

I'm writing to invite you to an evening party of celebration in honor of the retirement of President Li of our company. Since you are a good friend of Mr. Li, I'm sure you will be present in the evening party which begins at 6:00 p.m. this Friday in our company. If you can come, please let us know as soon as possible. I'm looking forward to your reply.

Sincerely yours,
Tom

※ **The Most Commonly Used Sentence Patterns for Invitation/ Appointment**

We were wondering if you could/wanted to come...

We would like to invite you to ...

We wondered if you'd like to come... Shall we meet at...

Is it possible for us to meet at...

If it doesn't trouble you much, shall we meet at...

We are going to have a ... on Apr. 30, and would love to have you join us.

● **Acceptance**

Thanks + pleasure

※ **The Most Commonly Used Sentence Patterns for Acceptance**

Your invitation to ... is very welcome.

Your invitation to ... was a delightful/lovely surprise.

I'd be very pleased to come to...

I'd be very delighted to accept your ...

I can hardly wait!

● **Refusal**

Thanks + reason(s) + (apologies)

※ **The Most Commonly Used Sentence Patterns for Refusal**

I'm very sorry to say I can't go to...

I'm very sorry, but I simply can't make it...

I'm terribly sorry for not being able to...

It's not possible / quite impossible for me to...

I have a prior commitment/ previous engagement.

● **Apology**

Action + reason + amendment

Eg.

April 20, 2013

Dear Fiona,

I am writing to you to apologize for the abrupt way I departed just after the exams finished. It was terribly rude of me to have left without saying good-bye to you. The fact is that I was so excited when I learned I had passed the exams with high marks that I couldn't wait to get home and tell my parents. I am sure you will understand my feelings. Please accept my sincere apology, and with you a really happy holiday.

Yours truthfully,
Amelia

※**The Most Commonly Used Sentence Patterns for Apology**

I am writing to show my apology for...

I would like to express my apologies for not being able to...

I do/ must / sincerely apologize for...

Please accept my (sincere) apologies for...

I am sure I can make up the loss by...

I promise it will never happen again.

It would be very kind/considerate of you to give me another chance to...

Many apologies.

Do please forgive me.

● **Complaints**

Action + reason /description + amendments + (warning) + thanks

Eg.

Nov. 11, 2010

Dear Sir or Madam,

I'm writing to bring your attention to the problems I have with my roommate Lily. She often invites her friends to our dorm and they talk and play very loudly, which makes me hard to concentrate on my study and to have a good rest. It would be very considerate of you to take some steps to rectify this situation soon. Thanks for your time and help. (67 words)

Sincerely yours,
Lucy

※**The Most Commonly Used Sentence Patterns Complaints**

I'm writing to bring your attention to the problems I have had with your...

I'm writing to complain about...

Here's the problem I've had...

I'm disappointed with...

I hope you can redress this problem soon.
I hope you will take steps to rectify this situation soon.
It would be very kind/considerate of you to...
Thank you for your attention to...
Your prompt/immediate attention to this matter will be appreciated.
I'm writing to report the problems with your...
I hope you can redress this problem soon.
I hope you will take steps to rectify this situation soon.

● **Notice**

Event + sponsor + exact time and place + participants + inviting

Notice/Announcement

(Date)

(Dear...,)

Signature

Eg.

Notice

(Dec.18, 2007)

(Dear senior students,)

A job fair, sponsored by Students' Union and Youth League, will be held from 9 a.m. to 5 p.m. on this coming Friday at the sports ground. Nearly 100 units including foreign companies, publishing houses, and educational institutions will come to the fair. All the senior students are suggested attending the fair with well-prepared resumes. Catch the chance, and maybe you will find your own position.

Students' Union and Youth League

※**The Most Commonly Used Sentence Patterns for Notice**

There will be a ball on this coming Saturday night.

To enrich our school life, a ball will be held by...

As a part of arts festival, we will hold a ... at the Student's Center at 7 p.m. this Friday.

Those who are interested ... are welcome to take part in it.

Come and enjoy ourselves.

All graduate students are eligible to attend...

● **Advertisement (sale/wanted)**

Reason + action + detailed information of the object + (price) + contact information

For Sale/ Wanted

Lost/ Found

(Date)

(Dear...,)

Signature

Eg.

A Computer for Sale

June 20

Dear schoolmates,

I will graduate and leave the college soon and I want to sell my computer, which accompanied me for three years. It is still in sound condition because of my careful maintenance. The CPU is Intel Pentium 4, and the memory is 40G. I will charge it for at least 3000 RMB. Come to have a look if you are interested in it. My phone is available at 13028756549 around 5 p.m. every day.

Yours,
George

※The Most Commonly Used Sentence Patterns Advertisement

In need of money for an emergent affair, I would like to sell my computer.

I have a computer for sale.

The computer is still in good condition.

I will chargefor it.

I can pay it for at most 50 Yuan.

● Request

Reason + action + thanks

Eg.

Apr. 17, 2010

Dear Professor Smith,

I am a student who listened to your lecture on “American Literature.” Due to a minor accident on my way to the lecture, I missed the first half of the lecture and failed to get the handout. I wonder if it is possible for me to get the handout. If it is convenient for you, would you please email it to my box at rain123@tom.com. I am very grateful to your kindness.

Respectfully yours,
Thomas

※**The Most Commonly Used Sentence Patterns for Request**

Would you mind if I...

Would you be so kind to ...?

I wonder if I could...

I was wondering if I could/ you could /would

Would it be possible for you /me to ...?

If it is not too troublesome, could/would you...

I hope this request will not trouble you too much.

If it is convenient for you...

I'd be most/ very grateful if you could...

Shall we meet at the ... to ...

Is it possible for us to meet at the ...

If it does not trouble you too much, shall we...

● **Congratulations**

Reason + action + complements /wishes

Eg.

Apr. 10

Dear Margaret,

I am so excited to learn that you have been admitted by Shanghai International Studies University as a graduate. Warm congratulations on the realization your dream. Many years of your hard work has finally paid off, and I am very proud of you. Your success is really an encouragement to me and I wish we can meet there next year. Best wishes to you.

Yours,
Michael

● **Appreciation/Thanks**

Action + description / personal feeling + (promise) + thanks again

Eg: You've just been on a week's holiday with a family you've known since your teens. Write and thank them for the holiday.

Apr. 10

Dear Greens,

I would like to thank you for your warm hospitality. It was very thoughtful of you to invite me to

Datong last week. I enjoyed the visit to Yungang Caves. It's the most magnificent sight I've ever seen. I really enjoyed our stay together. You always care and comfort me a lot as if I were a member of your family, and I wish I could have a chance to repay my gratitude to you. Many thanks and wishes.

Sincerely,
Helen

※The Most Commonly Used Sentence Patterns Appreciation/Thanks

I am writing to tell you how much I appreciate your ...

I am writing to express my appreciation for...

Thank you so much for...

With deepest gratitude I write you here a few lines.

I hope I have the chance to reciprocate your kindness.

I am extremely grateful for your ...

Please accept my warmest thanks.

● Message

Who + when + what +request

Eg: Write a note to your friend Tom to inform him that you have discovered some important materials for thesis writing in the national library. Ask Tom to tell the news to Mike, who is eager to collect the materials.

May 18

Dear Tom,

Yesterday I went to the national library and happened to find some books on the origin of English names. I know Mike is preparing for his term paper on this subject. Maybe the books can give him some inspiration. But I don't have his contact information. So would you please pass him the message? Thank you.

Mary

※The Most Commonly Used Sentence Patterns for Message

Would you please pass him the message?

You are requested to ring him up at any time this evening from 8:00 p.m. to 10: 00 p.m. at 54367865.

◆Warning:

Do not write out the real name of your school, full Chinese name, or other real information to show your identity.

IV. Practice (13 min)

Write a note according to one of the following situations:

1. Lily is, your roommate, is looking for a part-time in the coming summer vacation. You saw an ad for a private English tutor for a schoolboy. Write her a note, telling her what the job is and strongly recommending it to her.
2. Your classmate, Jimmy, is head of the university's Swimming Club. He has invited you to join the club, but you like some other sport. Write him a note, declining and explaining why.
3. You have got two tickets to a concert given by a famous pop band/orchestra. Write a note to your friend, Hilda/Mike, describing briefly what it is and inviting her/him to come with you.

V. Assignment (2 min)

1. Review what we have discussed today.
2. Write three notes according to the topics handed out for you.