**“人与自然” Writing Workshop: A Brochure (2)**

1. 学习目标

（1）能够根据“手册”的语言特点撰写完整的手册

2. 学法指导

在学习时，同学们务必关注：

（1）“手册”的结构特点

（2）使用祈使句

（3）使用简明、清晰地指示性语言

3. 学案

I. Outline: Make sure of the specific situation.

Situation1:\_\_\_\_\_\_\_\_\_\_\_\_\_

Situation2:\_\_\_\_\_\_\_\_\_\_\_\_\_

Situation3:\_\_\_\_\_\_\_\_\_\_\_\_\_

....

II. Drafting: Use clear and direct language to give instructions.

|  |
| --- |
| situation 1 |
| Dos | Don’ts |
|  |  |
| situation 2 |
| Dos | Don’ts |
|  |  |
| situation 3 |
| Dos | Don’ts |
|  |  |

III. Drafting: Explain “how” or “why”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IV. Peer Editing:

1. Does the writer focus on a clear topic?
2. Does the writer make clear and direct points?
3. Does the writer use simple and clear language?
4. Does the writer give advice with reasons for different situations?
5. Does the writer use the present tense and imperatives?

4. 学习总结

 通过本节课的学习，同学们按照brochure的结构和特点，撰写出一篇完整的“防流感手册”，进一步巩固、落实了“手册”的写作方法。