**Unit 7 Art Writing Workshop: A Formal Email （I）**

1. 学习目标

(1) 通过阅读文本能够获取一封正式邮件的格式和内容的有关信息

(2) 总结概况邮件的格式和书写策略

(3) 通过教师设计的给自己感兴趣的活动回邮件问问题的活动，把所学知识用于实践。。

2. 学法指导

在学习时，同学们务必关注：

（1）正式邮件的结构和书写策略

（2）礼貌性提出问题的语言表达方式

3. 学案

**I.** **Read the email on page 19. Answer the questions.**

Why does Liu Ze write this email?

How does Liu Ze address the receiver of the email?

What information does Liu Ze want to know?

Is the style of the email formal or informal? Can you find some examples?

**II. Read the email again. Identify its structure and useful language.**

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| --- | --- | --- |
|  | **The structure** | **Useful language** |
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**III. Read the email again and summarize the components of an effective email.**

**IV. Look at the advertisement on a school website. Write an email to ask for more information.**

**School music competition on 15 June. Some great prizes!**

**Contact us: lovemusic@\*\*\*mail. Com**

4. 学习总结

通过本节课的学习，同学们阅读“一封正式的邮件”，总结出“邮件”的写作结构和特点， 并学会使用清晰、直接的语言撰写指示性段落，为撰写完整“邮件”做好铺垫。