**上 海 建 桥 学 院**

SJQU-QR-JW-013（A0）

英语写作（2）课程教案1

周次 1 第 1 次课 学时 2 教案撰写人 王君兰

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| 课程单元名称 | Revision; The Differences of Sentences Between English and Chinese | |
| 本次授课目的与要求**Teaching Objectives and Requirements**  1. To review the knowledge of Chapter 1, Chapter 2, Chapter 3 and Chapter 4  2. To explain the differences of sentences between English and Chinese | | |
| 教学设计思路  Through reviewing Chapter 2,3,4,help the students to know about the use choice of words, the writing of good and effective sentences and paragraphs. | | |
| 本次教学重点与难点**Key Points and Difficult Points in Teaching**   1. The proper use of words (Confusion of words; Problems of collocation) 2. Making correct and effective sentences (The pronoun and its reference, misplaced parts, dangling modifiers) 3. Development of paragraphs 4. The differences of sentences between English and Chinese | | |
| 教学内容提要及时间分配**Teaching Content and Time Allotment** | | 教学方法与手段设计 |
| （可添页）   1. **Teaching Content** 2. Revision   Review the major parts of Chapter 1, Chapter 2, Chapter 3 and Chapter4;(30 minutes), do the exercise and check the answers.(10 minutes)   1. The differences of sentences between English and Chinese   （40 minutes）  **II. Time Allotment** 2 periods of 40minutes | | **Teaching Methods and Means**  Lecture;  Group Discussion;  Multi-media.  Pair-work |
| 课外复习、预习要求及作业布置  Preview Chapter5： Summarizing | | |
| 课后反思 | Through the lectures, the students can review what they learned about manuscript, using proper words, making correct and effective sentences and development of paragraphs. In addition, the students can know about the differences of sentences between English and Chinese. By doing the exercises, the students’ abilities are improved. However, more practices should be suggested. | |

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英语写作（2）课程教案2

周次 2 第 2 次课 学时 2 教案设计人 王君兰

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| 课程单元名称 | Chapter 5 Summarizing | |
| 本次授课目的与要求**Teaching Objectives and Requirements**   * 1. To learn how to write a summary   2. To know about the differences of paragraphs between English and Chinese | | |
| 教学设计思路  Through learning the skill of summarizing and the samples, help the students to learn how to write a summary. | | |
| 本次教学重点与难点**Key Points and Difficult Points in Teaching**  1.To know about the use of summary-writing and the procedure of summary-writing  2. To know about the differences of paragraphs between English and Chinese | | |
| 教学内容提要及时间分配**Teaching Content and Time Allotment** | | 教学方法与手段设计 |
| **I. Teaching Content**  **1.** The use of summary-writing and the procedure of summary-writing (30 minutes)  2. Sample 1 and Sample 2 (20 minutes)  3.The differences of paragraphs between English and Chinese(30 minutes)  **II. Time Allotment** 2 periods of 40 minutes | | **Teaching Methods and Means**  Lecture;  Group Discussion;  Multi-media.  Pair-work  Analysis |
| 课外复习、预习要求及作业布置  Review the major parts of Chapter5; Finish the Assignment on P. 124.  Finish the composition：**My First Summer Vocation at College** | | |
| 课后反思 | Through the lectures, the students can learn about the use of summary-writing and the procedure of summary-writing. The students can know about the differences of paragraphs between English and Chinese.  By doing the exercises, the students’ ability in writing summary is improved. However, more revision and practices should be suggested.. | |

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英语写作（2）课程教案3

周次 3 第 3 次课 学时 2 教案设计人 王君兰

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| 课程单元名称 | Chapter 5 Summarizing | |
| 本次授课目的与要求**Teaching Objectives and Requirements**  1. To learn how to write a summary  2. To analyze the samples presented and write summaries  3. To give a test on summarizing | | |
| 教学设计思路   1. To analyze the samples. 2. A test of summarizing. | | |
| 本次教学重点与难点**Key Points and Difficult Points in Teaching**  1.To know about the use of summary-writing and the procedure of summary-writing  2.To master the procedure of summary-writing  3.To practice writing summary | | |
| 教学内容提要及时间分配**Teaching Content and Time Allotment** | | 教学方法与手段设计 |
| **I. Teaching Content**  **1.** The procedure of summary-writing (15 minutes)  2. Analysis of Samples (30 minutes)  3. Task 3,4,5 and Assignment 1(20 minutes)  4. Test: To summarize the passage: **Charlie Chaplin** (15 minutes)  **II. Time Allotment** 2 periods of 40 minutes | | **Teaching Methods and Means**  Lecture;  Discussion;  Multi-media.  Test |
| 课外复习、预习要求及作业布置  Review the major parts of Chapter 5; Preview Chapter 6 | | |
| 课后反思 | Through the lectures, the students can learn about the use of summary-writing and the procedure of summary-writing  By analyzing the samples and doing the exercises, the students’ ability of summary-writing is improved. However, more practices should be suggested.. | |

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英语写作（2）课程教案4

周次 4 第 4 次课 学时 2 教案设计人 王君兰

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| 课程单元名称 | Chapter 6: Composing Essays | |
| 本次授课目的与要求**Teaching Objectives and Requirements**  1. To learn the criteria of a good composition  2. To learn the steps in writing a composition  3. To analyze the samples presented in this part | | |
| 教学设计思路 | | |
| 本次教学重点与难点**Key Points and Difficult Points in Teaching**  1.To know about the criteria of a good composition  2.To learn the steps in writing a composition  3.To finish Task 1 (p. 133)  4.To make comments on the summary of **Charlie Chaplin** | | |
| 教学内容提要及时间分配**Teaching Content and Time Allotment** | | 教学方法与手段设计 |
| **I. Teaching Content**  1. The criteria of a good composition (15 minutes)  2. The steps in writing a composition (35minutes  3. The samples presented in this part (10 minutes)  4. Comments on the summary of Charlie Chaplin (10 minutes)  5. Task 1 (10 minutes)  **II. Time Allotment** 2 periods of 40minutes | | **Teaching Methods and Means**  Lecture;  Discussion;  Multi-media.  Analysis |
| 课外复习、预习要求及作业布置  Finish Task 2(p. 134), Task 3 (p.134); | | |
| 课后反思 | Through the lectures, the students can learn about the criteria of a good composition and the steps in writing a composition.  By analyzing the samples and doing the exercises, the students may have a clear idea of the steps in writing a composition. | |

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英语写作（2）课程教案5

周次 5 第 5 次课 学时 2 教案设计人 王君兰

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| 课程单元名称 | Chapter 6: Composing Essays | |
| 本次授课目的与要求**Teaching Objectives and Requirements**  1. To learn the steps in writing a composition: Revising the first draft  2. To learn the steps in writing a composition: Revising the final copy  3. To learn three main parts of a composition  4. To analyze the samples presented in this part | | |
| 教学设计思路   1. Learn the writing skill about the step in writing a composition and three main parts 2. Analyze the samples | | |
| 本次教学重点与难点**Key Points and Difficult Points in Teaching**  1.To know about the step in writing a composition  2.To learn the three main parts  3.To finish Assignment 1(p.136)  4.To make comments on the summary of **Charlie Chaplin** | | |
| 教学内容提要及时间分配**Teaching Content and Time Allotment** | | 教学方法与手段设计 |
| **I. Teaching Content**  1. The criteria of a good composition (15 minutes)  2. The steps in writing a composition (35minutes  3. The samples presented in this part (10 minutes)  4. Comments on the summary of Charlie Chaplin (10 minutes)  5. Task 1 (10 minutes)  **II. Time Allotment** 2 periods of 40minutes | | **Teaching Methods and Means**  Lecture;  Discussion;  Multi-media.  Analysis |
| 课外复习、预习要求及作业布置  Preview Types of writing | | |
| 课后反思 | Through the lectures, the students can learn about the criteria of a good composition and the steps in writing a composition.  By analyzing the samples and doing the exercises, the students may have a clear idea of the steps and three main parts in writing a composition. | |

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英语写作（2）课程教案6

周次 6 第 6 次课 学时 2 教案设计人 王君兰

|  |  |  |
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| 课程单元名称 | Chapter 6: Composing Essays(Narration) | |
| 本次授课目的与要求**Teaching Objectives and Requirements**  1.To learn the elements of a narrative  2. To analyze the samples presented in this part: The Fun They Had | | |
| 教学设计思路  1.Learn the writing skill about narration  2.Analyze the samples(p.139-145) | | |
| 本次教学重点与难点**Key Points and Difficult Points in Teaching**  1.To know about the elements of a narrative  2.To analyze the samples  3.To finish Task 4,5(p.141,143) | | |
| 教学内容提要及时间分配**Teaching Content and Time Allotment** | | 教学方法与手段设计 |
| **I. Teaching Content**  1. The elements of a narrative (15 minutes)  2. The samples presented in this part (50 minutes)  3. Task 6 (15 minutes)  **II. Time Allotment** 2 periods of 40minutes | | **Teaching Methods and Means**  Lecture;  Discussion;  Multi-media.  Analysis |
| 课外复习、预习要求及作业布置  Preview Illustration | | |
| 课后反思 | Through the lectures, the students can learn about The elements of a narrative.  By analyzing the samples and doing the exercises, the students may have a clear idea of narration. | |

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英语写作（2）课程教案7

周次 7 第 7 次课 学时 2 教案设计人 王君兰

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| 课程单元名称 | Chapter 6: Composing Essays(Exposition)---Illustration | |
| 本次授课目的与要求**Teaching Objectives and Requirements**  1.To learn about illustration.  2. To analyze the samples presented in this part.（Sample Essay1,2,3,4） | | |
| 教学设计思路  1.Learn the writing skill about Illustration  2.Analyze the samples(p.147-151) | | |
| 本次教学重点与难点**Key Points and Difficult Points in Teaching**  1.To know about illustration  2.To analyze the samples  3.To finish Task 7,8(p.148) | | |
| 教学内容提要及时间分配**Teaching Content and Time Allotment** | | 教学方法与手段设计 |
| **I. Teaching Content**  1. Analysis of illustration (15 minutes)  2. The samples presented in this part (50 minutes)  3. Task 9 (15 minutes)  **II. Time Allotment** 2 periods of 40minutes | | **Teaching Methods and Means**  Lecture;  Discussion;  Multi-media.  Analysis |
| 课外复习、预习要求及作业布置  Preview Comparison and Contrast | | |
| 课后反思 | Through the lectures, the students can learn about illustration.  By analyzing the samples and doing the exercises, the students may have a clear idea of illustration. | |

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英语写作（2）课程教案8

周次 8 第 8 次课 学时 2 教案设计人 王君兰

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| 课程单元名称 | Chapter 6: Composing Essays(Exposition)--- Comparison and Contrast | |
| 本次授课目的与要求**Teaching Objectives and Requirements**  1.To learn about Comparison and Contrast  2. To analyze the samples presented in this part.（Sample Essay1,2,3,4） | | |
| 教学设计思路  1.Learn the writing skill about Comparison and Contrast  2.Analyze the samples(p.147-151) | | |
| 本次教学重点与难点**Key Points and Difficult Points in Teaching**  1.To know about Comparison and Contrast  2.To analyze the samples  3.To finish Task 10,11(p.158-159) | | |
| 教学内容提要及时间分配**Teaching Content and Time Allotment** | | 教学方法与手段设计 |
| **I. Teaching Content**  1. Analysis of Comparison and Contrast(15 minutes)  2. The samples presented in this part (50 minutes)  3. Task 12 (15 minutes)  **II. Time Allotment** 2 periods of 40minutes | | **Teaching Methods and Means**  Lecture;  Discussion;  Multi-media.  Analysis |
| 课外复习、预习要求及作业布置  Preview Cause and Effect | | |
| 课后反思 | Through the lectures, the students can learn about Comparison and Contrast  By analyzing the samples and doing the exercises, the students may have a clear idea of Comparison and Contrast | |

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英语写作（2）课程教案9

周次 9 第 9 次课 学时 2 教案设计人 王君兰

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| 课程单元名称 | Chapter 6: Composing Essays(Exposition)--- Cause and Effect | |
| 本次授课目的与要求**Teaching Objectives and Requirements**  1.To learn about Cause and Effect  2. To analyze the samples presented in this part.（Sample Essay1,2,3） | | |
| 教学设计思路  1.Learn the writing skill about Cause and Effect  2.Analyze the samples(p.147-151)  3. Discussion | | |
| 本次教学重点与难点**Key Points and Difficult Points in Teaching**  1.To know about Cause and Effect  2.To analyze the samples.  3.To finish Task 14(p.168) | | |
| 教学内容提要及时间分配**Teaching Content and Time Allotment** | | 教学方法与手段设计 |
| **I. Teaching Content**  1. Analysis of Cause and Effect (15 minutes)  2. The samples presented in this part (50 minutes)  3. Task 15 (15 minutes)  **II. Time Allotment** 2 periods of 40minutes | | **Teaching Methods and Means**  Lecture;  Discussion;  Multi-media.  Analysis |
| 课外复习、预习要求及作业布置  Preview Classification and Division | | |
| 课后反思 | Through the lecture and analysis, the students can learn about Cause and Effect.  By analyzing the samples and doing the exercises, the students may have a clear idea of Cause and Effect. | |

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英语写作（2）课程教案10

周次 10 第 10 次课 学时 2 教案设计人 王君兰

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| 课程单元名称 | Chapter 6: Composing Essays(Exposition)--- Classification and Division | |
| 本次授课目的与要求**Teaching Objectives and Requirements**  1.To learn about Classification and Division  2. To analyze the samples presented in this part.（Sample Essay1,2,3） | | |
| 教学设计思路  1.Learn the writing skill about Cause and Effect  2.Analyze the samples(p.177-180)  3.Discussion | | |
| 本次教学重点与难点**Key Points and Difficult Points in Teaching**  1.To know about Classification and Division  2.To analyze the samples.  3.To finish Task 16(p.178) | | |
| 教学内容提要及时间分配**Teaching Content and Time Allotment** | | 教学方法与手段设计 |
| **I. Teaching Content**  1. Analysis of Classification and Division (15 minutes)  2. The samples presented in this part (50 minutes)  3. Task 17 (15 minutes)  **II. Time Allotment** 2 periods of 40minutes | | **Teaching Methods and Means**  Lecture;  Discussion;  Multi-media.  Analysis |
| 课外复习、预习要求及作业布置  Review Exposition(Illustration, Comparison and Contrast, Cause and Effect, Classification and Division | | |
| 课后反思 | Through the lecture and analysis, the students can learn about Classification and Division.  By analyzing the samples and doing the exercises, the students may have a clear idea of Classification and Division.. | |

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英语写作（2）课程教案11

周次 11 第 11 次课 学时 2 教案设计人 王君兰

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| 课程单元名称 | Chapter 7: Writing for Practical Purposes---Notices | |
| 本次授课目的与要求**Teaching Objectives and Requirements**  1.To learn about Notices  2. To have a test about Exposition | | |
| 教学设计思路  1.Learn the writing skill about Notices  2.Test 2  3.Discussion on the differences between Chinese notices and English notices | | |
| 本次教学重点与难点**Key Points and Difficult Points in Teaching**  1.To know about English notices  2.To analyze the samples.  3.To finish Task 1-5(p.195-196) | | |
| 教学内容提要及时间分配**Teaching Content and Time Allotment** | | 教学方法与手段设计 |
| **I. Teaching Content**  1. Analysis of notices (15 minutes)  2. The samples presented in this part (35 minutes)  3. Test 2 (30 minutes)  **II. Time Allotment** 2 periods of 40minutes | | **Teaching Methods and Means**  Lecture;  Discussion;  Multi-media.  Analysis |
| 课外复习、预习要求及作业布置  Preview Greetings , Good Wishes and Formal Invitations | | |
| 课后反思 | Through the lecture and analysis, the students can learn about English Notices.  By analyzing the samples and doing the exercises, the students may have a clear idea of Notices.  Help the students to compare the differences between Chinese notices and English notices. | |

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英语写作（2）课程教案12

周次 12 第 12 次课 学时 2 教案设计人 王君兰

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| 课程单元名称 | Chapter 7: Writing for Practical Purposes--- Greetings , Good Wishes and Formal Invitations | |
| 本次授课目的与要求**Teaching Objectives and Requirements**  1.To learn about Greetings , Good Wishes and Formal Invitations  2. To analyze the samples presented in this part. | | |
| 教学设计思路  1.Learn the writing skill about Greetings , Good Wishes and Formal Invitations  2. Analyze the samples  3.Discussion on the format of Greetings , Good Wishes and Formal Invitations | | |
| 本次教学重点与难点**Key Points and Difficult Points in Teaching**  1.To know about English Greetings , Good Wishes and Formal Invitations  2.To analyze the samples.  3.To finish Task 8,9(p.201-202) | | |
| 教学内容提要及时间分配**Teaching Content and Time Allotment** | | 教学方法与手段设计 |
| **I. Teaching Content**  1. Analysis of English Greetings , Good Wishes and Formal Invitations   1. minutes)   2.The samples presented in this part (50 minutes)   1. Task 7(15minutes)   **II. Time Allotment** 2 periods of 40minutes | | **Teaching Methods and Means**  Lecture;  Discussion;  Multi-media.  Analysis |
| 课外复习、预习要求及作业布置  Preview Notes | | |
| 课后反思 | Through the lecture and analysis, the students can learn about English Greetings , Good Wishes and Formal Invitations .  By analyzing the samples and doing the exercises, the students may have a clear idea of Greetings , Good Wishes and Formal Invitations . | |

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英语写作（2）课程教案13

周次 13 第 13 次课 学时 2 教案设计人 王君兰

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| 课程单元名称 | Chapter 7: Writing for Practical Purposes--- Notes | |
| 本次授课目的与要求**Teaching Objectives and Requirements**  1.To learn about Notes  2. To analyze the samples presented in this part. | | |
| 教学设计思路  1.Learn the writing skill about Notes  2. Analyze the samples.  3.Discussion on the format of Notes. | | |
| 本次教学重点与难点**Key Points and Difficult Points in Teaching**  1.To know about English Notes  2.To analyze the samples.  3.To finish Task 11,12(p.206,208) | | |
| 教学内容提要及时间分配**Teaching Content and Time Allotment** | | 教学方法与手段设计 |
| **I. Teaching Content**  1. Analysis of English Notes.  (30minutes)  2.The samples presented in this part (30 minutes)   1. Analysis of Notes of TEM 4(20minutes)   **II. Time Allotment** 2 periods of 40minutes | | **Teaching Methods and Means**  Lecture;  Discussion;  Multi-media.  Analysis |
| 课外复习、预习要求及作业布置  Preview Letters | | |
| 课后反思 | Through the lecture and analysis, the students can learn about Notes .  By analyzing the samples and doing the exercises, the students may have a clear idea of Notes. | |

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英语写作（2）课程教案14

周次 14 第 14 次课 学时 2 教案设计人 王君兰

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| 课程单元名称 | Chapter 7: Writing for Practical Purposes--- Letters | |
| 本次授课目的与要求**Teaching Objectives and Requirements**  1.To learn about Letters(Personal letters and Business letters)  2. To analyze the samples presented in this part. | | |
| 教学设计思路  1.Learn the writing skill about Letters  2. Analyze the samples.  3.Discussion on the format of Letters | | |
| 本次教学重点与难点**Key Points and Difficult Points in Teaching**  1.To know about English Personal letters and Business letters  2.To analyze the samples.  3.To finish Task 19,20. | | |
| 教学内容提要及时间分配**Teaching Content and Time Allotment** | | 教学方法与手段设计 |
| **I. Teaching Content**  1. Analysis of English Personal letters and  (20minutes)  2. Analysis of English business letters. (20minutes)  3.The samples presented in this part (40 minutes)  **II. Time Allotment** 2 periods of 40minutes | | **Teaching Methods and Means**  Lecture;  Discussion;  Multi-media.  Analysis |
| 课外复习、预习要求及作业布置  Preview Letters | | |
| 课后反思 | Through the lecture and analysis, the students can learn about Personal letters and Business letters .  By analyzing the samples and doing the exercises, the students may have a clear idea of Personal letters and Business letters | |

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英语写作（2）课程教案15

周次 15 第 15 次课 学时 2 教案设计人 王君兰

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| 课程单元名称 | Chapter 7: Writing for Practical Purposes--- Envelopes,, Resumes | |
| 本次授课目的与要求**Teaching Objectives and Requirements**  1.To learn about Envelopes, Resumes  2. To analyze the samples presented in this part. | | |
| 教学设计思路  1.Learn the writing skill about Envelopes,, Resumes  2. Analyze the samples.  3.Discussion on the format of Envelopes,, Resumes | | |
| 本次教学重点与难点**Key Points and Difficult Points in Teaching**  1.To know about English Personal letters and Business letters  2.To analyze the samples.  3.To finish Task 19,20. | | |
| 教学内容提要及时间分配**Teaching Content and Time Allotment** | | 教学方法与手段设计 |
| **I. Teaching Content**  1. Analysis of English Envelopes, Resumes  (20minutes)  2. Analysis of English Resumes. (20minutes)  3.The samples presented in this part (40 minutes)  **II. Time Allotment** 2 periods of 40minutes | | **Teaching Methods and Means**  Lecture;  Discussion;  Multi-media.  Analysis |
| 课外复习、预习要求及作业布置  Review Chapter 7 | | |
| 课后反思 | Through the lecture and analysis, the students can learn about . English Envelopes, Resumes  By analyzing the samples and doing the exercises, the students may have a clear idea of English Envelopes, Resumes | |

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英语写作（2）课程教案16

周次 16 第 16 次课 学时 2 教案设计人 王君兰

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| 课程单元名称 | Chapter 8: Preparing Research Papers | |
| 本次授课目的与要求**Teaching Objectives and Requirements**  To get a general idea of writing research papers | | |
| 教学设计思路  Analyzing the main points of research papers | | |
| 本次教学重点与难点**Key Points and Difficult Points in Teaching**  To know about research papers | | |
| 教学内容提要及时间分配**Teaching Content and Time Allotment** | | 教学方法与手段设计 |
| **I. Teaching Content**  1. Analysis of research papers  (60minutes)  2. Revision of Chapter 5,6,7  **II. Time Allotment** 2 periods of 40minutes | | **Teaching Methods and Means**  Lecture;  Discussion;  Multi-media.  Analysis |
| 课外复习、预习要求及作业布置  Review Chapter 5,6,7  Get ready for the final exam. | | |
| 课后反思 | Through the lecture and analysis, the students can learn about research papers.  By analyzing the samples and doing the exercises, the students may have a general idea of writing research papers. | |