

道歉信的书写

课型：新授课

课时：1 课时

教学目标：

1. 知识与技能目标

The students will master the useful sentence structures, expressions and other language points in Text A.

2. 过程与方法目标

The students may master the active words and finish the exercises.

3. 情感、态度与价值观目标

The students will be able to master the grammar tips and know how to write a note of apology.

教学重点：How to write a note of apology

教学难点：The adverbial clause of time

教学工具（或教学准备）：多媒体设备

教学过程：

Step I. Review

Ask some students to read the words of Text A of Unit 2 as a revision of words study. Explain some difficult points if necessary.

Step II. Intensive Reading

I. Lead the students to listen to the passage so as to review the basic idea of it.

II. Explain some important language points.

1. The moment I stepped into the cab, I realized it was different:

As soon as I got into the cab, I found that it was different from any other cab. the moment (that) sb. does sth.: as soon as sb. does sth.

e.g. (1) I will tell him the moment he comes in.

他一进来我就会告诉他。

(2) He said he would phone you the moment he got home.

他说他一到家就给你打电话。

2. I got the idea years ago when I had a job as a clean-up man for the taxi company:

A few years ago I worked for the taxi company as a clean-up man.

I hit on the idea at that time. as: prep. 作为, 以……身份

e.g. I come here as a journalist.

我是以记者身份到这里来的。

3. Each car that came in at the end of the day was like a garbage pit: When the day was over, the cars came back. Each of them was very dirty like a rubbish pit.

that came in at the end of the day: an attributive clause introduced by "that"

4. I thought that if the company and the drivers would give people a car worth keeping clean, they might be more considerate: I thought that if the company and the drivers would give people a clean and tidy car, people would try not to make it dirty or messy.

worth keeping clean: an attributive phrase modifying "a car" e.g. It may be worth putting an advertisement in the local paper.

在当地报纸上刊登一则广告可能是值得的。

5. As soon as I got my taxi license, I tried out my ideas: Once I had my taxi license, I put my ideas into practice and tested if they were effective.

as soon as: immediately after sth. has happened

e.g. I came as soon as I heard the news.

我一听到消息就赶来了。

try out: to test sth. such as a method or a piece of equipment to see if it is effective or works properly

e.g. Jim could hardly wait to try out his new bike. 吉姆迫切想试试他的新自行车。

Step V. Assignment Comprehensive Exercises

板书设计:

道歉信的书写

道歉信主要用于向他人道歉，有各种原因，例如做了错事，给他人造成了不便，或彼此有某些误会。文体可以是非正式的，如果用于公司之间，学校之间等，则使用较为正式的文体。它的主要内容包括道歉的原因以及解决问题的办法。

写道歉信要注意以下几点：1、态度要诚恳；2、语言要简洁、语气要坦诚。