Teaching Design for Book3 Unit8 Job Hunting

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| Type of Lesson | A Job Application Letter( Writing) | | | | | Period | 1 class | |
| Class | 15 Class of Computer Engineering | | | | | Time | May. 6th | |
| Place | Intelligent Classroom | | | | | Teacher | Mohuimin | |
| Learning Analysis | The target students are the sophomores in the school. They have relatively good English foundation. They like to communicate with others and have a lot of ideas. They are curious about their future job and eager to have a try. Practical teaching content is particularly attractive to them. | | | | | | | |
| Teaching Objectives | For knowledge | 1. Ss will be able to learn and use some important words and phrases, like advertise, multitask, exceptional, organizational, minimum, excellent, digital, apply to, get on well with, be responsible for.  2. Ss will be able to learn and use some important structures e.g. I am writing about the job advertised in the ad. Thank you for your time and consideration. Waiting to hear from you. Please feel free to contact me if you would like to discuss this further.  3. Ss learn the basic elements of an application letter and will be able to write an application letter according to the job ad. | | | | | | |
| For ability | 1. Ss will be able to assess the writing of their classmates and give useful suggestions.  2. Ss will be able to use the Internet to get useful information and form the habit of self-study. | | | | | | |
| For Emotion | 1. Ss can develop a proper attitude towards future career and get prepared for it.  2. Ss develop a sense of helping classmates and help classmates to improve. | | | | | | |
| Teaching Focuses | 1. Ss get to know the basic structure of a job application letter.  2. Ss write a job application letter.  3. Ss assess their classmates’ writing. | | | | | | | |
| Teaching Difficulties | 1. Ss write an application letter.  2. Ss assess their classmates’ writing. | | | | | | | |
| Teaching Approaches | Communicative Writing, Process Writing, Student-centered Approach | | | | | | | |
| Teaching Aids | A multimedia computer system, PPT, teaching platform, blackboard | | | | | | | |
| References | Teaching Materials | | | English Teaching Material for Vocational School Book3  Editor：WangShou ren, YuanChun yan  Press：Phoenix Vocational Education | | | | |
| Teaching Standards | | | English Curriculum Standards for Vocational School | | | | |
| Teaching Resources | Resource | | Function | | Purpose | | | When to use |
| Teaching Platform | | Ss use the teaching platform to finish pre-lesson preparation work including on-line discussion. With the help of the teaching platform, the teacher checks how Ss’ writings are going well. The teacher puts homework on the platform and checks Ss answers. | | Stimulate Ss’ interest in learning and promotes self-study. | | | Before, during and after class. |
| Himalayan FM | | The teacher uploads the job ad radio clip on the FM and Ss can download it to help them preview. | | Radio clip helps Ss to preview. | | | Before class. |
| Movie clip | | The movie clip is uploaded onto QQ discussion group and Ss download it to preview their lesson. | | Movie clip helps Ss to preview. | | | Before class. |
| Teaching Strategy | 1．Teaching procedure：    Before class——Ss preview a job ad and finish tasks.  During class (warm-up)——Ss have a discussion and lead in the topic.  Taks1&2——Ss put sentences into the right catalogue and get to the basic structure of a job application letter. Ss use sentence patterns to talk about their strength, qualifications  Task3——Writing a job application letter.  Task 4——Assessment and appreciation.  After class——Ss correct their job application letter. | | | | | | | |

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| Steps | Teacher’s activities | Students’ activities | Technical resources | Purposes |
| Step1  Warm-up  (4min) | The teacher presents Ss’ discussion (What information should be included in the job application letter?) result on the screen and encourages Ss to think about the result and come to a conclusion. | Ss take an active part in the discussion and try to conclude what information should be included in the job application letter. | 1.teaching platform  2.ppt | Lead in the topic and get the students to conclude what information should be included in the job application letter. |
| Step2  Preparations for writing  (6min) | The teacher shows the students that a job application letter is usually divided into three parts. The first part shows where you get to know the ad. The second is about some basic information of an individual. The last shows your appreciation. The teacher shows some sentences on teaching platform and invites Ss put them into the proper catalogue quickly by themselves.  Task1 Put the sentences into the right catalogue.  1. I have worked previously as a sales assistant.  2. When working as a member of a team, I am able to work with other team members.  3. I am writing about the job advertised in the Nanjing Star dated May 6, 2012.  4. Thank you for your time and consideration.  5. Waiting to hear from you.  6. I have shown that I am a responsible person.  7. If you need any more information, please feel free to contact me.  8. I studied managing at school.   |  |  |  | | --- | --- | --- | | where you get to know the ad | basic information of an individual | your appreciation | |  |  |  |   Task2 Talking  The teacher invites Ss to talk about their strength, qualifications. Use phrases like these:  I studied…/I graduated from…  I am able to…  I have previously worked as…  I have shown that… | 1. Ss get to know the basic structure of a job application letter and put the sentences into the proper catalogue quickly by themselves.  2. Ss talk about their strength and qualifications using certain phrases. | 1.teaching platform  2.ppt | 1. Help Ss get to know the basic structure of a job application letter, and get prepared for writing.  2. Help Ss get prepared for writing. |
| Step3  Writing  (16min) | Present Ss with the job ad offering a position of a sales assistant. Invite Ss to write a job application letter according to the given information within the given time. | Ss write the application letter according to the given information within the given time and the hand in their letter. | teaching platform | Give Ss an opportunity to write a job application letter all by themselves. |
| Step 4  Modifying the writing  (13min) | 1. The teacher hands out Ss’ letter randomly to other Ss. After Ss receiving a letter, the teacher asks Ss to try their best to correct the letter and try to make some proper comments to help their classmates to improve with the help of Word.  2. After Ss having finished correcting, the teacher asks Ss to hand in the letter and then the computer gives back the letters to each student. Ss then work in groups and select the best one and the Ss appreciate the good ones together. | 1. Ss get a letter randomly and try their best to correct the letter and give some useful suggestions using Word.  2. Ss hand in the letter and get back their own ones and then work in groups and pick out the best one and appreciate the good ones together. | 1.teaching platform | 1. Give Ss an opportunity to appreciate their classmate’s letter and try to correct the letter and avoid similar mistakes.  2. Give Ss an opportunity to appreciate their classmate’s letter. |
| Step 5 Assessment  (5minutes) | 1. Ss assess themselves according to the assessment chart. 2. Ss give peer assessment to their classmates according to the assessment chart. | 1. Ss assess themselves. 2. Ss assess their fellow classmates. | teaching platform | 1.Self-assessment will help Ss improve according to the given standard.  2.Peer-assessmetwill help Ss improve according to the given standard. |
| 1. Step 6 Homework (1 minutes) | 1. 1.Ss log on examcoo and read the teacher’s suggestions to their job application letter; 2. 2.Ss modify their own job application letter according to the suggestions from classmates and teacher. | | Teaching platform | Enhancement |
| Blackboard Design | Writing a job application letter | |  |  |