

《高中英语》（上外版）

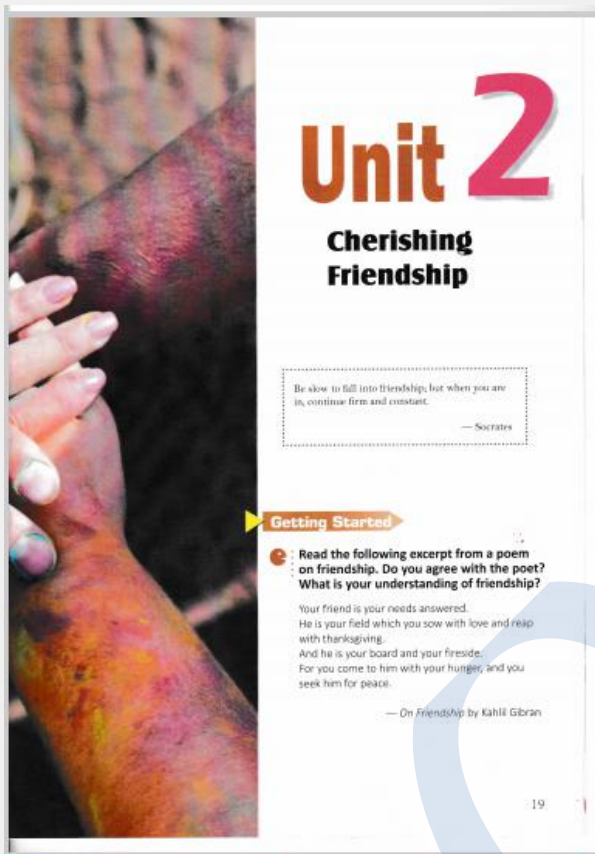
选择性必修第三册第二单元

Cherishing Friendship

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《高中英语》（上外版）

选择性必修第三册第二单元



课时	授课内容
1	Getting Started/ Reading A
1	Reading A/ Vocabulary Focus
1	Reading A/ Grammar in Use
1	Listening& Viewing
1	Speaking
1	Reading B
1	Writing
1	Critical Thinking&Further Exploration

学习目标 **Learning Objectives:**

At the end of the lesson, you will be able to ...

1. 能分享自身曾受助于人的经历;
share your experience of being helped by others;
2. 能识别感谢信的正确结构和学习相关的表达方式;
identify the correct structures and learn the expressions of a thank-you letter;
3. 能运用举例说明或因果关系的方法, 书写格式正确的感谢信;
write a thank-you letter in a correct format by using examples to express gratitude.

International Friendship Day



Culture Link

International Friendship Day

Friendship Day was first created by the greeting card industry in the 1920s. In 2011, the General Assembly of the United Nations declared 30 July as the official International Friendship Day to encourage governments, groups and organisations to host activities and events that promote dialogue, acceptance and understanding between people of different backgrounds. Yet celebrations occur on different dates in different countries.

Hello, everyone! Friendship Day is coming soon. It is a perfect occasion to let your friends know how much they are needed and loved. This year let's celebrate the Friendship Day by sending your dear friends thank-you letters.

Who would you like to write to?

Informal

classmates
schoolmates
close friends
pen pal

Formal

teachers
seniors
colleagues
a stranger who
helped you



How?

What?

Writing Strategy

Writing a thank-you letter

A personal thank-you letter generally has

- the heading: the address, the date;
- the greeting: always ending with a comma;
- the body: expressing your gratitude and stating the reasons why you are grateful;
- the closing: appropriate respectful words or phrases;
- the signature line: signing your name.

Your address

Date

Your friend's address

Your name

Greetings

Formal	Informal
Dear Jane,	Hi Jane, Hello Jane,

Your gratitude and the reasons why you are thankful to your friend

Formal	Informal
I really appreciate ...	Thank you for ...

Closing

Formal	Informal
Best wishes, Best regards, Sincerely yours,	Love, Your friend, Yours,

After a job interview, Samantha Fox successfully got the Personal Secretary position at AA company, she would like to write a letter to Professor Wilson.

Suppose you were Samantha Fox, you would write a thank-you letter.

Formal

The first draft

Dear Prof. Wilson,

I have good news to tell you. Because of your recommendation, I have got the job the Personal Secretary position at AA company. I'm so excited and happy about that. I'm at the right place, at the right time because my certifications were good. But I couldn't get the job if you didn't recommend me. I was so nervous before the interview. So when I found out that I was employed by the company the third day, I start to look forward to a wonderful career at AA company.

Thank you for recommending me for the job and I will try my best not to make you disappointed but rather make you proud of me.

Sincerely,
Samantha Fox

Checklist 1↵

Put "Yes" or "No" or "To be improved" in brackets.↵

- Do I express my gratitude sincerely at the beginning? (No)↵
- Do I state the reasons why I am grateful clearly? (To be improved)↵
- Do I include anything irrelevant in my letter? (Yes)↵

The improved version 1

Dear Prof. Wilson,

Thank you so much for recommending me for the Personal Secretary position at AA company. Because of your recommendation, I have got the job and I'm so excited and happy about that.

My certifications were good for the position but they wouldn't work if you didn't recommend me. ~~I was so nervous before the interview.~~ It was your recommendation that helped me a lot. So when I found out that I was employed by the company the third day, I couldn't help but think of your kindness.

Thanks again for recommending me for the job and I will try my best not to make you disappointed but rather make you proud of me.

Sincerely,
Samantha Fox

Checklist 2

Put "Yes" or "No" or "To be improved" in brackets.

- Does my letter sound formal? ()
- Does my letter have anything that may cause readers' confusion? ()
- Do I use proper language to express my strong feeling of gratitude? ()

What else expressions do you know can be used when expressing gratitude?

Body

- I'm writing to express my thanks to you for...
- I'm writing to extend my heartfelt thanks/gratitude to you for...
- I'm writing to convey my sincere appreciation to you for...
- I am very grateful for...

Ending

- I must thank you again for your generous help.
- Again, I'd like to express my warm thanks to you.
- Please accept my gratitude now and always.
- My true gratitude is beyond words. Thank you again.
- If you need any help I can offer, please let me know. I would appreciate it very much if you could give me a chance to return your kindness.

The improved version 2

Dear Prof. Wilson,

I am writing to extend my sincere thanks to you for recommending me for the Personal Secretary position at AA company. Because of your recommendation, I have got the job and I'm so excited and happy about that.

My certifications were good for the position but it was your recommendation that helped. So when I found that I was employed by the company the third day, I couldn't help but think of your kindness.

I must thank you again for your generous help. I will try my best not to let you down. Please don't hesitate to let me know if there is anything I can do for you.

Sincerely,
Samantha Fox

Sharing time

Editing Checklist↵

- Is the structure correct? ()↵
- Is the spelling correct? ()↵
- Is the punctuation correct? ()↵
- Is the grammar correct? ()↵
- Is the language appropriate? ()↵

Assignments:

1. Polish your letter based on the advice given by the classmates and teacher;
2. Write a thank-you letter to the person you mentioned at the beginning of the class.

Thank you!