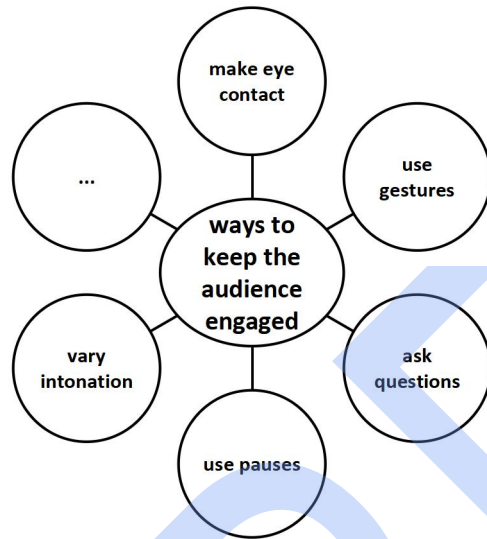# 上外版 选择性必修四 第1单元 第7课时

学案（教师版）

课时学习目标：
能通过略读策略把握文章主旨大意；
能通过分析文章，理解总-分语篇模式；
能使用总-分模式写出该文章的概要。

1. Brainstorm：How to keep the audience engaged while delivering a speech?

2. Guided Writing

General statement: A few things you should bear in mind while you're improving your skills to keep the audience engaged while delivering a speech.

Detail 1: Speak with passion.

Detail 2: Move around on stage when you change topics or approach the audience when you make a point or pose a question.

Detail 3: Add some personality to your presentation.

Detail 4: Be a presenter, not a salesman.

Reference answer:

A speaker can do several things to keep the audience engaged while giving a speech. To begin with, he should speak with enthusiasm. Besides, he should make movements to give the presentation energy. What's more, he should add personality to the presentation. Finally, he should try to be a presenter instead of a salesman.

Checklist

1. Does the summary begin with a clear general statement?

2. Does the summary include all the specific details?

3. Is it written in your own words?

4. Are proper transitional words used?

5. Are there any mistakes in spelling, grammar and punctuation?

Assignments:

1. Polish your writing of the summary according to the checklist.
2. Write a summary of another general-specific essay by using the general-specific pattern.

<div align="center">Has Technology Improved Communication？</div>

Technology improves communication tools which are making collaboration between the employees more comfortable. Opportunity for teamwork and cooperation has become seamless, given different features offered by various platforms like video chatting, presentation making, and other SaaS (Software as a Service) programs. Technology helps communication along with increasing employees' productivity, efficiency, and morale.

Screen Sharing is clearly the biggest improvement that communication has experienced through technology. This feature allows team members and employees to share screens. They can also teach each other how to do a task accurately and conduct remote online meetings.

Another function - Video Chat allows users to connect and communicate with clients and others irrespective of location or time. It also allows the company to stay in touch with people working remotely.

Moreover, cloud-based systems allow employees to upload a document or file to one location for others to access it anytime and anywhere. It also removes the burden of sending a printed file to every person, which consumes more time.

Undoubtedly, technology has improved communication in the workplace in many ways. Despite all advantages, it has brought some drawbacks as well. It can become a hindrance to effective communication.

For instance, information overload happens when information is shared at a much faster rate than it can be processed. Using the right communication platform and combining small messages in one message can decrease information overload. It ensures that the critical message isn't lost in the mix of other communications.

In addition, when we communicate physically or face-to-face with others, our body language, tone of voice, and expressions help reinforce the message. But the same is missing while communicating on instant messaging platforms.

Technology keeps on changing and rapidly moving forward. We have reached a point where instant communication anywhere in the world is a possibility. We are witnessing the pinnacle of globalization, and no one knows what else is to come.