

# Teaching DESIGN

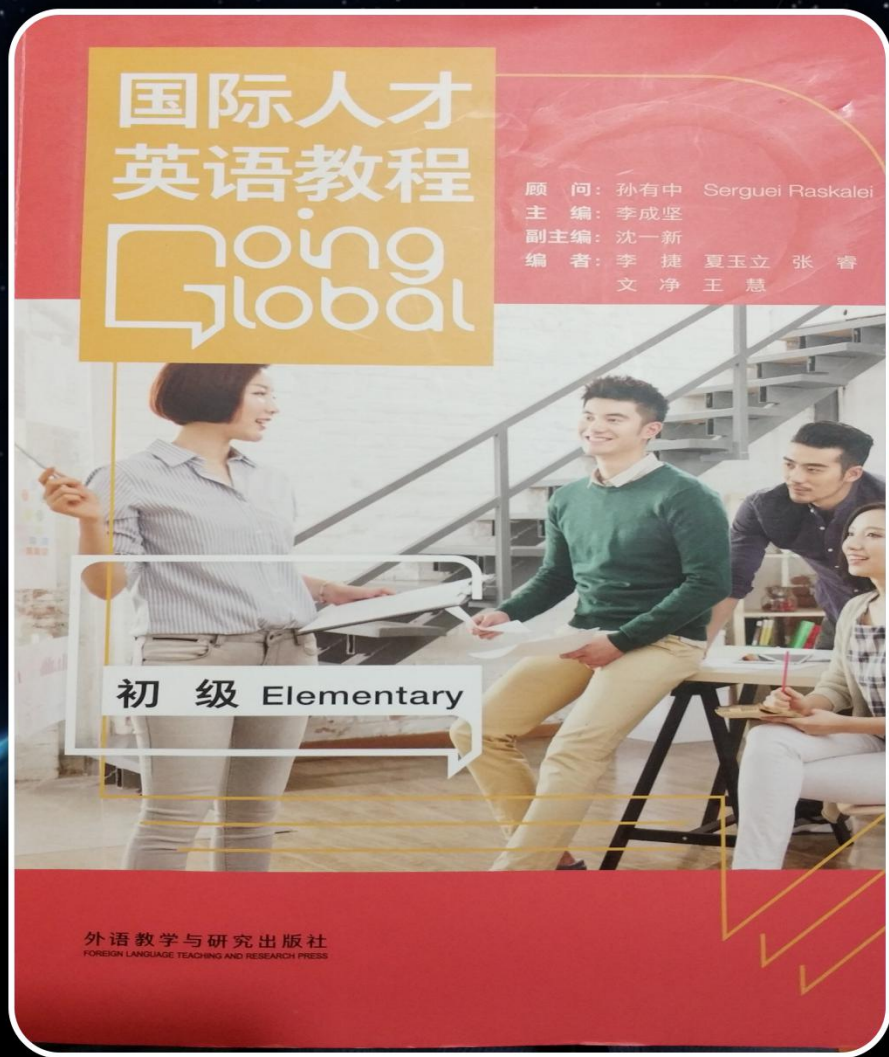


# Students' Background

**Non-  
English majors**

**Intermediate  
level**

**Unfamiliar with the  
topic**



# g Global

## Unit 5

## Propose a new guest

# Propose a new guest

Starting up

Motivation

Taking in  
Building up

Input

Carrying out

Output

# Building up: How to write a proposal email?

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## 1. Before-writing

- Discussion

*What should be mentioned  
in the email?*

- Jigsaw

**Group work**

## 2. While-writing

- Micro-video  
*Sentence patterns*  
*Language style*
- How to write supporting details?

**Flipped class**

## 3. Assessment

- Proposal email writing
- Assessment

*Self&Peer*

**Analyzing**

An aerial night view of a city skyline, likely Los Angeles, with numerous skyscrapers and residential areas illuminated by city lights. The sky is a deep blue, and the overall scene is vibrant and detailed.

Proposal

Email

**Talk show:**



Going to  
find a guest

“A Date with Chinese Culture”

# Task



## Proposal email

● Wang Zhiguo

a Peking opera artist



**To: Mary Jones**

**Subject: Proposal for the new guest**

Subject line

✓ PASSED

Dear Mary,

State your purpose

✓ PASSED

I'm writing to propose a new guest for our talk show.

Introduce the person

✓ PASSED

I suggest we choose Wang Zhiguo, a young Peking opera artist in China.

Reasoning

As mentioned above, I propose Wang Zhiguo to be the guest for our show.

Looking forward to your decision.

✓ PASSED

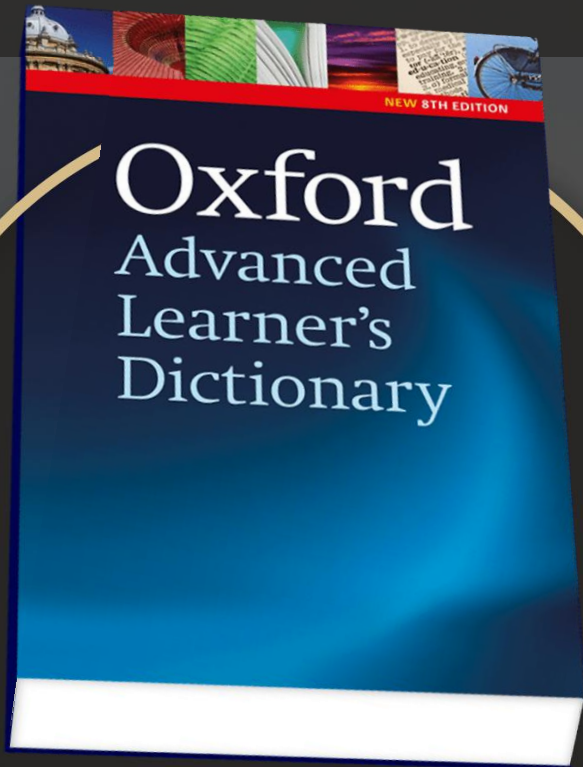
Regards,  
XXX

Restate your purpose; ask for confirmation

Part 01

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# How to State Reasons?



**meet our needs**



## Stating reasons

**How does Wang Zhiguo  
meet the needs of the  
show?**

# Meeting the needs

Yes

① Wang Zhiguo is striving to promote the traditional art form.

No

not convincing

supporting details

② Wang Zhiguo has strong leadership skills.



Yes

③ Wang Zhiguo has great appeal for the public.

An aerial photograph of a dense forest with various shades of green and brown trees. A large, semi-transparent diamond shape is centered over the image. The diamond has a dark brown fill and is outlined with a thin, bright yellow border. Inside the diamond, the text "Part 02" is at the top, followed by a small horizontal line, and then the main title "How to Write Supporting Details?" in a larger font.

**Part 02**

**How to Write  
Supporting  
Details?**

① Wang Zhiguo is striving to promote the traditional art form.

**Examples: illustrate your point concretely**

A

He **attended TV shows** to promote Peking opera.



B

He did a lot to promote Peking opera.

② Wang Zhiguo has great appeal for the public.

A

All the tickets for his performances were sold out.

B

All the **1,500** tickets for his performances were sold out.

Figures: direct; convincing





# Details make a big difference.

**Figures**

**1**

direct, convincing

**supporting details**

**Examples**

**2**

illustrate points;  
a better understanding



**It's me!**

**President of the  
Students' Union**

**Dear Mary,**

(1) state your purpose

She is a senior student of Foreign Affair Department.

She tries her best to do well in every course. (2) support your reasons

Li Jia also demonstrates a high degree of leadership capacity.

(3) support your reasons

(4) restate purposes and ask for confirmation

Regards,  
Chen Xing

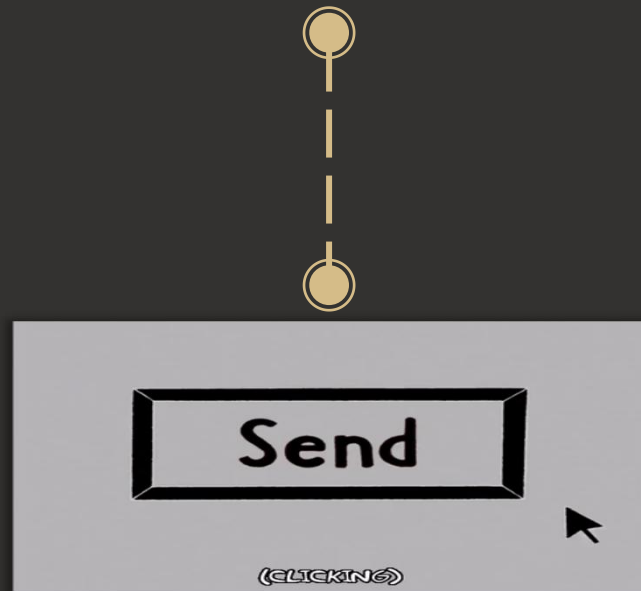
(1) I'm writing to propose Li Jia to be the chairman of the Students' Union.

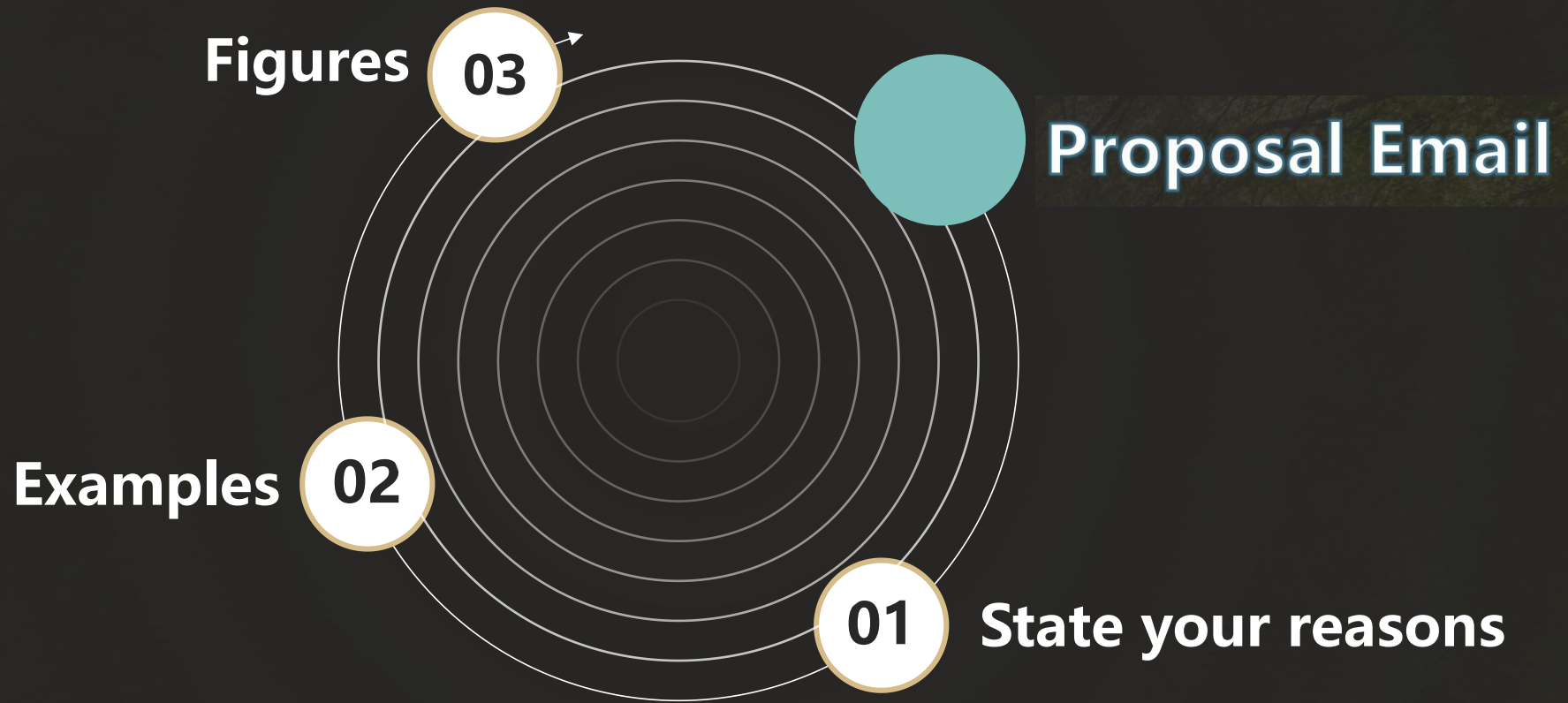
(2) Last term, she got an excellent mark of 96 in International Investment.

(3) She was awarded the honor of "The Best Leader" in last year's competition.

(4) As mentioned above, I propose Li Jia to be the chairman. I look forward to your decision.

# Mission Accomplished





**Web Designer Wanted**

**WANTED**

**WEB  
DESIGNER**

Propose the best one!

## Follow up Task

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- (1) Go through their information on line.
- (2) Write a proposal email.

A circular image with a yellow tint showing a person's hands holding a pen over a document.

**George**

A circular image with a yellow tint showing a person's hands holding a pen over a document.

**Michael**

A circular image with a yellow tint showing a man and a woman looking at a laptop screen.

**John**



You



Your partner





# SELF-ASSESSMENT

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YES NO

1. I am clear about the structure of a proposal email.
  2. I have fully understood the functions of each part in a proposal email.
  3. I have acquired knowledge of how to state reasons when proposing.
  4. I can use examples and figures to support my reasons.
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# PEER-ASSESSMENT

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YES NO

1. I am clear about the structure of a proposal email.
2. He/She has fully understood the functions of each part in a proposal email.
3. He/She has acquired knowledge of how to state reasons when proposing.
4. He/She can use examples and figures to support his/her reasons.

  **THANKS!** 

