SJQU-QR-JW-013（A0）

**上 海 建 桥 学 院**

中级商务英语 课程教案

周次 1 第1次课 学时 2 教案撰写人：

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| 课程单元名称 | Introduction and Module 1 | |
| 本次授课目的与要求  To prepare the students for the new semester  To introduce the teaching arrangements and requirements  To demonstrate basic structure of the course and the textbook | | |
| 教学设计思路  To help students get ready for the new semester  To familiarize students with the new style of task-based class teaching | | |
| 本次教学重点与难点  Introduction of the new arrangements and requirements  To clarify the importance of autonomous study | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| （可添页）  **Teaching Content**  1.Warm up (5 minutes)  2.Presentation on teaching arrangements and requirements (40 minutes)  3.Relevant parts in textbook (45minutes)  **II. Time Allotment** 2 periods of 45minutes | | **Teaching Methods and Means**  Analysis  Discussion;  Multi-media |
| 课外复习、预习要求及作业布置  Review the key points taught in this period  Do exercises in next module. | | |
| 课后反思 |  | |

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周次 2 第2次课 学时 2 教案撰写人：

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| 课程单元名称 | Module 2 | |
| 本次授课目的与要求  To allow students a chance to demonstrate their understanding of the topic of the module.  To learn about work in progress and making arrangement. | | |
| 教学设计思路  Based on the material provided in textbook, help students understand relevant business background and knowledge and grasp English skills in these business occasions | | |
| 本次教学重点与难点  Reading, listening and oral practices in relevant business occasions  The basic elements in arranging a meeting | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| （可添页）  **Teaching Content**  1.Warm up (5 minutes)  2.textbook-based practice (60 minutes)  3.Supplementary business topic (25 minutes)  **II. Time Allotment** 2 periods of 45minutes | | **Teaching Methods and Means**  Analysis  Discussion;  Multi-media |
| 课外复习、预习要求及作业布置  Review the key points taught in this period  Do exercises in next module | | |
| 课后反思 |  | |

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周次 3 第3次课 学时 2 教案撰写人：

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| 课程单元名称 | Module 3 | |
| 本次授课目的与要求  To allow students a chance to demonstrate their understanding of the topic of the module.  To learn about a new company | | |
| 教学设计思路  Based on the material provided in textbook, help students understand relevant business background and knowledge and grasp English skills in these business occasions | | |
| 本次教学重点与难点  Reading, listening and oral practices in relevant business occasions  The importance of organization chart of a company | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| （可添页）  **Teaching Content**  1.Warm up (5 minutes)  2.Textbook-based oral practice (60 minutes)  3.Supplementary business topic (25 minutes)  **II. Time Allotment** 2 periods of 45minutes | | **Teaching Methods and Means**  Analysis  Discussion;  Multi-media  Presentation |
| 课外复习、预习要求及作业布置  Review the key points taught in this period  Do exercises in next module | | |
| 课后反思 |  | |

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周次 4 4次课 学时 2 教案撰写人：

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| --- | --- | --- |
| 课程单元名称 | Module 4 | |
| 本次授课目的与要求  To allow students a chance to demonstrate their understanding of the topic of the module.  To learn the concerns in international business | | |
| 教学设计思路  Based on the material provided in textbook, help students understand relevant business background and knowledge and grasp English skills in these business occasions | | |
| 本次教学重点与难点  Reading, listening and oral practices in relevant business occasions  The concerns in making business communications | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| （可添页）  **Teaching Content**  1.Warm up (5 minutes)  2.Textbook-based oral practice (60 minutes)  3.Supplementary business topic (25 minutes)  **II. Time Allotment** 2 periods of 45minutes | | **Teaching Methods and Means**  Analysis  Discussion;  Multi-media  Presentation |
| 课外复习、预习要求及作业布置  Review the key points taught in this period  Do exercises in next module | | |
| 课后反思 |  | |

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周次 5 第5次课 学时 2 教案撰写人：

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| 课程单元名称 | Module 5 | |
| 本次授课目的与要求  To allow students a chance to demonstrate their understanding of the topic of the module.  To learn the concerns in making career choices | | |
| 教学设计思路  Based on the material provided in textbook, help students understand relevant business background and knowledge and grasp English skills in these business occasions | | |
| 本次教学重点与难点  Reading, listening and oral practices in relevant business occasions  The concerns in making plans and in-company communications | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| （可添页）  **Teaching Content**  1.Warm up (5 minutes)  2.Textbook-based oral practice (60 minutes)  3.Supplementary business topic (25 minutes)  **II. Time Allotment** 2 periods of 45minutes | | **Teaching Methods and Means**  Analysis  Discussion;  Multi-media  Presentation |
| 课外复习、预习要求及作业布置  Review the key points taught in this period  Do exercises in next module | | |
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中级商务英语 课程教案

周次 6 第6次课 学时 2 教案撰写人：

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| --- | --- | --- |
| 课程单元名称 | Reading and writing modal test | |
| 本次授课目的与要求 | | |
| 教学设计思路 | | |
| 本次教学重点与难点 | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| （可添页）  **Teaching Content**  **II. Time Allotment** | | **Teaching Methods and Means** |
| 课外复习、预习要求及作业布置 | | |
| 课后反思 |  | |

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周次 7 第7次课 学时 2 教案撰写人：

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| 课程单元名称 | Module 6 | |
| 本次授课目的与要求  To allow students a chance to demonstrate their understanding of the topic of the module.  To learn the concerns in having business travel | | |
| 教学设计思路  Based on the material provided in textbook, help students understand relevant business background and knowledge and grasp English skills in these business occasions | | |
| 本次教学重点与难点  Reading, listening and oral practices in relevant business occasions  The concerns in making travel arrangements | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| （可添页）  **Teaching Content**  1.Warm up (5 minutes)  2.Textbook-based oral practice (60 minutes)  3.Supplementary business topic (25 minutes)  **II. Time Allotment** 2 periods of 45minutes | | **Teaching Methods and Means**  Analysis  Discussion;  Multi-media  Presentation |
| 课外复习、预习要求及作业布置  Review the key points taught in this period  Do exercises in next module | | |
| 课后反思 |  | |

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周次 8 第8次课 学时 2 教案撰写人：

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| 课程单元名称 | Module 7 | |
| 本次授课目的与要求  To allow students a chance to demonstrate their understanding of the topic of the module.  To learn to describe products and services | | |
| 教学设计思路  Based on the material provided in textbook, help students understand relevant business background and knowledge and grasp English skills in these business occasions | | |
| 本次教学重点与难点  Reading, listening and oral practices in relevant business occasions  The concerns in making an order | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| （可添页）  **Teaching Content**  1.Warm up (5 minutes)  2.Textbook-based oral practice (60 minutes)  3.Supplementary business topic (25 minutes)  **II. Time Allotment** 2 periods of 45minutes | | **Teaching Methods and Means**  Analysis  Discussion;  Multi-media  Presentation |
| 课外复习、预习要求及作业布置  Review the key points taught in this period  Do exercises in next module | | |
| 课后反思 |  | |

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中级商务英语 课程教案

周次 9 第9次课 学时 2 教案撰写人：

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| 课程单元名称 | Module 8 | |
| 本次授课目的与要求  To allow students a chance to demonstrate their understanding of the topic of the module.  To learn the importance of manufacturing processes | | |
| 教学设计思路  Based on the material provided in textbook, help students understand relevant business background and knowledge and grasp English skills in these business occasions | | |
| 本次教学重点与难点  Reading, listening and oral practices in relevant business occasions  The concerns in problem solving | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| （可添页）  **Teaching Content**  1.Warm up (5 minutes)  2.Textbook-based oral practice (60 minutes)  3.Supplementary business topic (25 minutes)  **II. Time Allotment** 2 periods of 45minutes | | **Teaching Methods and Means**  Analysis  Discussion;  Multi-media  Presentation |
| 课外复习、预习要求及作业布置  Review the key points taught in this period  Do exercises in next module | | |
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周次 10 第10次课 学时 2 教案撰写人：

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| --- | --- | --- |
| 课程单元名称 | listening and writing modal test | |
| 本次授课目的与要求 | | |
| 教学设计思路 | | |
| 本次教学重点与难点 | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| （可添页）  **Teaching Content**  **II. Time Allotment** | | **Teaching Methods and Means** |
| 课外复习、预习要求及作业布置 | | |
| 课后反思 |  | |

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中级商务英语 课程教案

周次 11 第11次课 学时 2 教案撰写人：

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| --- | --- | --- |
| 课程单元名称 | Module 9 | |
| 本次授课目的与要求  To allow students a chance to demonstrate their understanding of the topic of the module.  To learn about the future of a company | | |
| 教学设计思路  Based on the material provided in textbook, help students understand relevant business background and knowledge and grasp English skills in these business occasions | | |
| 本次教学重点与难点  Reading, listening and oral practices in relevant business occasions  The concerns in making a strategy for a company | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| （可添页）  **Teaching Content**  1.Warm up (5 minutes)  2.Textbook-based oral practice (60 minutes)  3.Supplementary business topic (25 minutes)  **II. Time Allotment** 2 periods of 45minutes | | **Teaching Methods and Means**  Analysis  Discussion;  Multi-media  Presentation |
| 课外复习、预习要求及作业布置  Review the key points taught in this period  Do exercises in next module | | |
| 课后反思 |  | |

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中级商务英语 课程教案

周次 12 第12次课 学时 2 教案撰写人：

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| 课程单元名称 | Module 10 | |
| 本次授课目的与要求  To allow students a chance to demonstrate their understanding of the topic of the module.  To learn the concerns in career development | | |
| 教学设计思路  Based on the material provided in textbook, help students understand relevant business background and knowledge and grasp English skills in these business occasions | | |
| 本次教学重点与难点  Reading, listening and oral practices in relevant business occasions  The concerns in organizing a conference | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| （可添页）  **Teaching Content**  1.Warm up (5 minutes)  2.Textbook-based oral practice (60 minutes)  3.Supplementary business topic (25 minutes)  **II. Time Allotment** 2 periods of 45minutes | | **Teaching Methods and Means**  Analysis  Discussion;  Multi-media  Presentation |
| 课外复习、预习要求及作业布置  Review the key points taught in this period  Do exercises in next module | | |
| 课后反思 |  | |

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周次 13 第13次课 学时 2 教案撰写人：

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| --- | --- | --- |
| 课程单元名称 | speaking test 1 | |
| 本次授课目的与要求 | | |
| 教学设计思路 | | |
| 本次教学重点与难点 | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| （可添页）  **Teaching Content**  **II. Time Allotment** | | **Teaching Methods and Means** |
| 课外复习、预习要求及作业布置 | | |
| 课后反思 |  | |

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中级商务英语 课程教案

周次 14 第14次课 学时 2 教案撰写人：

|  |  |  |
| --- | --- | --- |
| 课程单元名称 | Speaking test 2 | |
| 本次授课目的与要求 | | |
| 教学设计思路 | | |
| 本次教学重点与难点 | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| （可添页）  **Teaching Content**  **II. Time Allotment** | | **Teaching Methods and Means** |
| 课外复习、预习要求及作业布置 | | |
| 课后反思 |  | |

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中级商务英语 课程教案

周次 15 第15次课 学时 2 教案撰写人：

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| 课程单元名称 | listening and writing test | |
| 本次授课目的与要求 | | |
| 教学设计思路 | | |
| 本次教学重点与难点 | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| （可添页）  **Teaching Content**  **II. Time Allotment** | | **Teaching Methods and Means** |
| 课外复习、预习要求及作业布置 | | |
| 课后反思 |  | |

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中级商务英语 课程教案

周次 16 第16次课 学时 2 教案撰写人：

|  |  |  |
| --- | --- | --- |
| 课程单元名称 | final test | |
| 本次授课目的与要求 | | |
| 教学设计思路 | | |
| 本次教学重点与难点 | | |
| 教学内容提要及时间分配 | | 教学方法与手段设计 |
| （可添页）  **Teaching Content**  **II. Time Allotment** | | **Teaching Methods and Means** |
| 课外复习、预习要求及作业布置 | | |
| 课后反思 |  | |