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 semesterTo introduce the teaching arrangements and requirementsTo demonstrate basic structure of the course and the textbook |
| 教学设计思路To help students get ready for the new semesterTo 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 requirementsTo 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**AnalysisDiscussion; Multi-media |
| 课外复习、预习要求及作业布置Review the key points taught in this periodDo exercises in next module.  |
| 课后反思 |  |

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中级商务英语 课程教案

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 occasionsThe 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**AnalysisDiscussion; Multi-media |
| 课外复习、预习要求及作业布置Review the key points taught in this periodDo 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 occasionsThe 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**AnalysisDiscussion; Multi-mediaPresentation |
| 课外复习、预习要求及作业布置Review the key points taught in this periodDo exercises in next module |
| 课后反思 |  |

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 中级商务英语 课程教案

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 occasionsThe 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**AnalysisDiscussion; Multi-mediaPresentation |
| 课外复习、预习要求及作业布置Review the key points taught in this periodDo exercises in next module |
| 课后反思 |  |

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 中级商务英语 课程教案

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 occasionsThe 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**AnalysisDiscussion; Multi-mediaPresentation |
| 课外复习、预习要求及作业布置Review the key points taught in this periodDo exercises in next module |
| 课后反思 |  |

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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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 中级商务英语 课程教案

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 occasionsThe 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**AnalysisDiscussion; Multi-mediaPresentation |
| 课外复习、预习要求及作业布置Review the key points taught in this periodDo exercises in next module |
| 课后反思 |  |

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 中级商务英语 课程教案

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 occasionsThe 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**AnalysisDiscussion; Multi-mediaPresentation |
| 课外复习、预习要求及作业布置Review the key points taught in this periodDo 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 occasionsThe 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**AnalysisDiscussion; Multi-mediaPresentation |
| 课外复习、预习要求及作业布置Review the key points taught in this periodDo exercises in next module |
| 课后反思 |  |

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 中级商务英语 课程教案

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：

|  |  |
| --- | --- |
| 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 occasionsThe 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**AnalysisDiscussion; Multi-mediaPresentation |
| 课外复习、预习要求及作业布置Review the key points taught in this periodDo 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 occasionsThe 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**AnalysisDiscussion; Multi-mediaPresentation |
| 课外复习、预习要求及作业布置Review the key points taught in this periodDo exercises in next module |
| 课后反思 |  |

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 中级商务英语 课程教案

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：

|  |  |
| --- | --- |
| 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 |  |