SJQU-QR-JW-013（A0）

**上 海 建 桥 学 院**

 高级商务英语 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 & 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To introduce the new arrangements and requirementsTo encourage students to involve into class discussionTo help students understand pros and cons of different ways of working |
| 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 (15 minutes)3. BEC test related exercise doing and discussion (30 minutes) 4. textbook-based oral practice (40 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 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 encourage students to demonstrate their understanding of the given topicTo help students learn what benefits a company normally offer |
| 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How to make a mini-presentation about company benefits based on the materials given in the textbookHow to make a good presentation |
| 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. BEC test related exercise doing and discussion (30 minutes) 3. textbook-based oral practice (55 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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 高级商务英语 课程教案

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 encourage students to demonstrate their understanding of the given topicTo help students know the ways of starting a 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The concerns in setting up a new company How to leave and take a message |
| 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. BEC test related exercise doing and discussion (30 minutes) 3. Textbook-based oral practice (55 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 |  |