**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：李晓峰

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| 课程单元名称 | Employment(1) |
| 本次授课目的与要求To prepare the students for the new semesterTo let the students know the basic knowledge of the resumeTo let the students understand the reading of BEC  |
| 教学设计思路To help students get ready for the new semesterTo help the students understand the basic knowledge of employmentTo help the studnets undertstand the BEC reading  |
| 本次教学重点与难点Introduction of the resumeIntroduction of the BEC reading |
| 教学内容提要及时间分配 | 教学方法与手段设计 |
| **Teaching Content**1.Warm up and attendence signing with Ding Talk (5 minutes)2.Onine livestream introduction of the resume (30 minutes)3.Online discussion of the resume (3 resumes attached on BB so that the students can preview in advance) (20 minutes)4.Doing and explaining exercises online (Exercises attached on BB) (30 minutes)5.Conclusion and online attendence signing again with Ding Talk (5 minutes)**II. Time Allotment** 2 periods of 45 minutes | **Teaching Methods and Means**AnalysisDiscussion; Ding Talk online livestreaming;Wechat and Ding Talk interatction online |
| 课外复习、预习要求及作业布置Review the key points taught in this periodDo related exercises attached on BBPrepare for lessons for the next time |
| 课后反思 |  |

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高级商务英语 课程教案

周次 2 第2次课 学时 2 教案撰写人：李晓峰

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| 课程单元名称 | Employment (2) |
| 本次授课目的与要求To learn how the companies recruit new employees and the basic knowledge of job interviewsTo do exercises of BEC reading  |
| 教学设计思路Based on the business knowledge and relevant exercises in the 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 basic knowledge of recruitment and job interviewBEC reading exercises |
| 教学内容提要及时间分配 | 教学方法与手段设计 |
| **Teaching Content**1.Warm up and attendence signing with Ding Talk (5 minutes)2.Introduction of the recruitment and job interview with Ding Talk online livestreaming (Mainly focus on how the company doing interviews)(30 minutes)3.Online discussion of the recruitment and job interview (20 minutes)4.Doing and explaining exercises (Exercises attached on BB)(30 minutes)5. Conclusion and attendence signing again on Ding Talk (5 minutes)**II. Time Allotment** 2 periods of 45 minutes | **Teaching Methods and Means**AnalysisDiscussion; Ding Talk online livestreaming;Wechat and Ding Talk interatction online |
| 课外复习、预习要求及作业布置Review the key points taught in this periodDo related exercises attached on BBPrepare for lessons for the next time |
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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：李晓峰

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| 课程单元名称 | Training (1)  |
| 本次授课目的与要求To learn how the companies organize their staff training To do exercises of BEC reading |
| 教学设计思路By telling the students how companies usually do training, the studnets can be better prepared for their future work. By doing BEC based reading, the students will equip with better business English knowledge.  |
| 本次教学重点与难点To let the students understand the company trainingBEC reading exercises  |
| 教学内容提要及时间分配 | 教学方法与手段设计 |
| **Teaching Content**1.Warm up and attendence signing with Ding Talk (5 minutes)2.Introduction of the relevant knowlege of company staff traning with Ding Talk online livestreaming (PPT attached on BB) (30 minutes)3.Online discussion of company staff training (20 minutes)4.Doing and explaining exercises (Exercises attached on BB)(30 minutes)5. Conclusion and attendence signing again on Ding Talk (5 minutes)**II. Time Allotment** 2 periods of 45 minutes | **Teaching Methods and Means**AnalysisDiscussion; Ding Talk online livestreaming;Wechat and Ding Talk interatction online |
| 课外复习、预习要求及作业布置Review the key points taught in this periodDo related exercises attached on BBPrepare for lessons for the next time |
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 高级商务英语 课程教案

周次 4 第4次课 学时 2 教案撰写人：李晓峰

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| 课程单元名称 | Training (2)  |
| 本次授课目的与要求To learn how the company organize their staff training and the evaluation of the training To do exercises of BEC reading |
| 教学设计思路By telling the students how companies usually do training and how the training is evaluted, the students can be better prepared for their future work. By doing BEC based reading, the students will equip with better business English knowledge.  |
| 本次教学重点与难点To let the students understand the company training and the evaluation of staff trainingBEC reading exercises  |
| 教学内容提要及时间分配 | 教学方法与手段设计 |
| **Teaching Content**1.Warm up and attendence signing with Ding Talk (5 minutes)2.Introduction of the relevant knowlege of company staff training and how to evaluate company staff training with Ding Talk online livestreaming (PPT attached on BB) (30 minutes)3.Online discussion of company staff training and the evaluation of it (20 minutes)4.Doing and explaining exercises (Exercises attached on BB)(30 minutes)5. Conclusion and attendence signing again on Ding Talk (5 minutes)**II. Time Allotment** 2 periods of 45 minutes | **Teaching Methods and Means**AnalysisDiscussion; Ding Talk online livestreaming;Wechat and Ding Talk interatction online |
| 课外复习、预习要求及作业布置Review the key points taught in this periodDo related exercises attached on BBPrepare for lessons for the next time |
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 高级商务英语 课程教案

周次 5 第5次课 学时 2 教案撰写人：李晓峰

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| 课程单元名称 | Salary & Welfare (1)  |
| 本次授课目的与要求To learn the salary management and pay plans in companiesTo do exercises of BEC writing |
| 教学设计思路By telling the students how companies usually manage the salary and pay plans, the studnets can better understand how they can be paid in companies. By doing BEC based writing, the students will equip with better business English knowledge and get prepared for the BEC vantage certificate.  |
| 本次教学重点与难点To let the students understand the salary management and pay plans in companiesBEC writing exercises  |
| 教学内容提要及时间分配 | 教学方法与手段设计 |
| **Teaching Content**1.Warm up and attendence signing with Ding Talk (5 minutes)2.Introduction of the relevant knowlege of salary management and pay plans with Ding Talk online livestreaming (PPT attached on BB) (30 minutes)3.Online discussion of salary management and pay plans (20 minutes)4.Doing and explaining exercises (Exercises attached on BB)(30 minutes)5. Conclusion and attendence signing again on Ding Talk (5 minutes)**II. Time Allotment** 2 periods of 45 minutes | **Teaching Methods and Means**AnalysisDiscussion; Ding Talk online livestreaming;Wechat and Ding Talk interatction online |
| 课外复习、预习要求及作业布置Review the key points taught in this periodDo related exercises attached on BBPrepare for lessons for the next time |
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 高级商务英语 课程教案

周次6 第6次课 学时 2 教案撰写人：李晓峰

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| 课程单元名称 | Salary & Welfare (2)  |
| 本次授课目的与要求To learn the relevant knowledge of benifits and welfare in companies To do exercises of BEC writing |
| 教学设计思路By telling the students the relevant knowledge of benifits and welfare in companies , the studnets can have a better knowlege of walfare and benefits in companies. By doing BEC based writing, the students will equip with better business English knowledge and get prepared for the BEC vantage certificate.  |
| 本次教学重点与难点To let the students understand the relevant knowledge of benifits and welfare in companiesBEC writing exercises  |
| 教学内容提要及时间分配 | 教学方法与手段设计 |
| **Teaching Content**1.Warm up and attendence signing with Ding Talk (5 minutes)2.Introduction of the relevant knowlege of benifits and welfare in companies with Ding Talk online livestreaming (PPT attached on BB) (30 minutes)3.Online discussion of benifits and welfare in companies (20 minutes)4.Doing and explaining exercises (Exercises attached on BB)(30 minutes)5. Conclusion and attendence signing again on Ding Talk (5 minutes)**II. Time Allotment** 2 periods of 45 minutes | **Teaching Methods and Means**AnalysisDiscussion; Ding Talk online livestreaming;Wechat and Ding Talk interatction online |
| 课外复习、预习要求及作业布置Review the key points taught in this periodDo related exercises attached on BBPrepare for lessons for the next time |
| 课后反思 |  |