**上 海 建 桥 学 院**

剑桥商务英语（1）课程教案

周次 1 第 1 次课 学时 2 教案设计人 刘美华

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| 章节名称 | Success with BEC Unit 1 World of Work | |
| 授课形式 | 理论课∨ 案例讨论课 实验课□ 习题课□ 其他∨ | |
| 本次授课目的与要求**Teaching Objectives and Requirements**   1. To ask the students to introduce themselves 2. To introduce the teaching arrangements and requirements 3. Meeting people | | |
| 本次教学重点与难点**Key Points and Difficult Points in Teaching**   1. Greeting and introductions.    * Full name    * Appropriate titles    * relationship | | |
| 教学内容提要及时间分配**Teaching Content and Time Allotment** | | 教学方法与手段设计 |
| **I. Teaching Content**  1. New words of Text 1(15 minutes)  2.The teaching focus and requirements (10 minutes)  3. Meeting Foreign Guests (20 minutes)  4. Learn the text and do the exercises. (35 minutes)  **II. Time Allotment** 2 periods of 40minutes | | **Teaching Methods and Means**  Speaking  Discussion;  Multi-media |
| 板书设计  Present the key words and expressions on screen; | | |
| 课外复习、预习要求及作业布置  Memorize the new words | | |
| 课后小结 | Through self-introduction, the students and the teacher can get to know each other By practicing oral English, the students’ speaking ability is improved. However, more listening practices and knowledge of learning English should be suggested for this is a new course for students. | |

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剑桥商务英语（1 课程教案

周次 2 第 2 次课 学时 2 教案设计人 刘美华

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| 章节名称 | | Success with BEC Unit 2 Work in Progress | |
| 授课形式 | | 理论课∨ 案例讨论课 实验课□ 习题课□ 其他∨ | |
| 本次授课目的与要求**Teaching Objectives and Requirements**  1.To learn the new words  2.To learn the texts  3.To ask the students a question  What kind of job does he/she like? | | | |
| 本次教学重点与难点**Key Points and Difficult Points in Teaching**  1.Explain the difficult points  2.Discussion: The kinks of companies in China  --Famous Companies  --Job vocabulary | | | |
| 教学内容提要及时间分配**Teaching Content and Time Allotment** | | | 教学方法与手段设计 |
| **I. Teaching Content**  1.Oral presentation (10 minutes)  2. Key words and expressions (25 minutes)  3.Text exercises.(35 minutes)  4 Discussion (10 minutes)  **II. Time Allotment** 2 periods of 40minutes | | | **Teaching Methods and Means**  Speaking  Analysis  Discussion;  Multi-media |
| 板书设计  Present the key words and expressions;  Present the discussion points. | | | |
| 课外复习、预习要求及作业布置  Recite some useful expressions of the text; finish the exercises | | | |
| 课后小结 | By practicing, the students’ speaking ability is improved. Through the discussion, students can practice oral English. and know different jobs and companies. | | |

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剑桥商务英语（1）课程教案

周次 3 第 3 次课 学时 2 教案设计人 刘美华

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| 章节名称 | Success with BEC Unit 3 Company Biography | |
| 授课形式 | 理论课□ 案例讨论课 实验课□ 习题课∨ 其他□ | |
| 本次授课目的与要求**Teaching Objectives and Requirements**  1.To review the key expressions  2.To learn the texts and do the exercises.  3 To tell the key points about the company structures. | | |
| 本次教学重点与难点**Key Points and Difficult Points in Teaching**   1. Company Vocabulary: 2. Different Attitudes towards applicants. | | |
| 教学内容提要及时间分配**Teaching Content and Time Allotment** | | 教学方法与手段设计 |
| **I. Teaching Content**  1. Oral presentation (15 minutes)  2.The key expressions (25 minutes)  3. Listening and doing exercises. (40 minutes)  4. Homework: A Job Interview  **II. Time Allotment** 2 periods of 40minutes | | | **Teaching Methods and Means**  Speaking  Analysis  Discussion;  Multi-media |
| 板书设计  Present the key words and expressions and examples.  Present the title of homework | | |
| 课外复习、预习要求及作业布置  Prepare the pair-work oral practice “ A Job Interview ” | | |
| 课后小结 | By practicing presentation, the students’ speaking ability is improved. Through learning the key points of text, the students can learn some useful expressions about companies. | |