**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：王青海

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| 课程单元名称 | about the course and the textbook |
| 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 requirementsThe 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.The teaching arrangements and requirements (35 minutes)3.Relevant parts in textbook (40 minutes)**II. Time Allotment** 2 periods of 40minutes | **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 task-related exercises in textbook (reading & listening) |
| 课后反思 |  |

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周次 2 第2次课 学时 2 教案撰写人：倪岚

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| 课程单元名称 | Ways of Working  |
| 本次授课目的与要求To learn different ways of working: in an office and at homeTo learn how to write a memoTo do relevant exercise in textbook |
| 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 and importance of organization chart |
| 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.Doing exercises in textbook (35 minutes)3.Explaining exercises in textbook (40 minutes)**II. Time Allotment** 2 periods of 40minutes | **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 task-related exercises in textbook (reading & listening)Prepare for the demonstration of chosen task in next period |
| 课后反思 |  |

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周次 3 第3次课 学时 2 教案撰写人：倪岚

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| 课程单元名称 | Company benefits  |
| 本次授课目的与要求To allow students a chance to demonstrate their understanding of the topic of previous session To understand different kinds of benefits provided by a co. |
| 教学设计思路By making presentations on co benefits, students will enhance their understanding of the basic benefits of an enterprise. |
| 本次教学重点与难点To help students apply what has been taught in their presentationTo produce good PPTTo make presentation effectively and naturally |
| 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 time for students (35 minutes)3.Comment and discussion (40 minutes)**II. Time Allotment** 2 periods of 40minutes | **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 task-related exercises in textbook (reading & listening)Prepare for the demonstration of chosen task in next period |
| 课后反思 |  |