**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 semester  To introduce the teaching arrangements and requirements  To demonstrate basic structure of the course and the textbook | | |
| 教学设计思路  To help students get ready for the new semester  To 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 requirements  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.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**  Analysis  Discussion;  Multi-media |
| 课外复习、预习要求及作业布置  Review the key points taught in this period  Do 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 home  To learn how to write a memo  To 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 occasions  The 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**  Analysis  Discussion;  Multi-media |
| 课外复习、预习要求及作业布置  Review the key points taught in this period  Do 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 presentation  To produce good PPT  To 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**  Analysis  Discussion;  Multi-media  Presentation |
| 课外复习、预习要求及作业布置  Review the key points taught in this period  Do task-related exercises in textbook (reading & listening)  Prepare for the demonstration of chosen task in next period | | |
| 课后反思 |  | |