上海建桥学院课程教学进度计划表

**一、基本信息**

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| 课程代码 | 0020109 | 课程名称 | 英语写作（2） |
| 课程学分 | 2 | 总学时 | 32 |
| 授课教师 | 季萍 | 教师邮箱 | jipingamy@163.com |
| 上课班级 | 商英17级1、2班 | 上课教室 | 四教407 |
| 答疑时间 | 时间 : 地点: 电话：13671778986 | | |
| 主要教材 | 1.《新编商务英语写作》（第2册）（第2版），张春柏主编，高等教育出版社，2006. | | |
| 参考资料 | 1. 《商务英语写作实例精解》，Shirley Taylor编，卢艳春译，外语教 学与研究出版社，2006   2.《商务英语写作》王恒恩主编，华东理工大学出版社，2013. | | |

**二、课程教学进度**

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| 周次 | 教学内容 | 教学方式 | 作业 |
| 1 | Unit 1  Elements of a Good Business Letter | Teaching  Pair-work  Individual work  Group discussion | Homework: recite/review previous class/complete readings |
| 2 | Unit 2  Promotion Communications | Teaching  Pair-work  Individual work  Group discussion | Homework: recite/review previous class/complete readings |
| 3 | Unit 3  Request Letters | Teaching  Pair-work  Individual work  Group discussion | Homework: recite/review previous class/complete readings |
| 4 | Test 1 | Test |  |
| 5 | Unit 4 Response Letters | Teaching  Pair-work  Individual work  Group discussion | Homework: recite/review previous class/complete readings |
| 6 | Unit 5 Special Request Letters | Teaching  Pair-work  Individual work  Group discussion | Homework: recite/review previous class/complete readings |
| 7 | Unit 6 Responding to Special Request Letters | Teaching  Pair-work  Individual work  Group discussion | Homework: recite/review previous class/complete readings |
| 8 | Test 2 | Test |  |
| 9 | Unit 7 Letters from Customer to Suppliers (I) | Teaching  Pair-work  Individual work  Group discussion | Homework: recite/review previous class/complete readings |
| 10 | Unit 8 Letters from Suppliers to Customers (I) | Teaching  Pair-work  Individual work  Group discussion | Homework: recite/review previous class/complete readings |
| 11 | Unit 9 Letters from Customers to Suppliers (II) | Teaching  Pair-work  Individual work  Group discussion | Homework: recite/review previous class/complete readings |
| 12 | Test 3 | Test |  |
| 13 | Unit 10 Letters from Suppliers to Customers (II) | Teaching  Pair-work  Individual work  Group discussion | Homework: recite/review previous class/complete readings |
| 14 | Unit 11 Collection Letters | Teaching  Pair-work  Individual work  Group discussion | Homework: recite/review previous class/complete readings |
| 15 | Unit 12 Interoffice Letters (Memorandums) | Teaching  Pair-work  Individual work  Group discussion | Homework: recite/review previous class/complete readings |
| 16 | Final exam |  |  |

**三、评价方式以及在总评成绩中的比例**

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| 项目 | 期末考试  （1） | 过程考核1  （X1） | 过程考核2  （X2） | 过程考核3  （X3） | 过程考核4  （X4） | …… |
| 考核形式 | **笔试** | **笔试** | **笔试** | **笔试** |  |  |
| 占总评成绩的比例 | **55%** | **15%** | **15%** | **15%** |  |  |

备注：

教学内容不宜简单地填写第几章、第几节，应就教学内容本身做简单明了的概括；

教学方式为讲课、实验、讨论课、习题课、参观、边讲边练、汇报、考核等；

评价方式为期末考试“1”及过程考核“X”，其中“1”为教学大纲中规定的形式；“X”可由任课教师或课程组自行确定（同一门课程多位教师任课的须由课程组统一X的方式及比例）。包括纸笔测验、课堂展示、阶段论文、调查（分析）报告、综合报告、读书笔记、小实验、小制作、小程序、小设计等，在表中相应的位置填入“1”和“X”的方式及成绩占比。

任课教师: 季萍 系主任审核： 日期：