

上海建桥学院课程教学进度计划表

一、基本信息

课程代码	0020017	课程名称	剑桥商务英语 (2)
课程学分	4	总学时	64
授课教师	季萍	教师邮箱	jipingamy@163.com
上课班级	商英 22-1	上课教室	四教 305/307
答疑时间	时间: 每周三下午 7-8 节 地点: 高职 417 电话: 136****8986		
主要教材	新版剑桥商务英语 (中级)		
参考资料	剑桥国际英语教程; 新编剑桥商务英语教程		

二、课程教学进度

周次	教学内容	教学方式	作业
1	Module 1.1: Ways of working Vocabulary: Different ways of working Reading: How to job-share Listening: Working from home Grammar: Present tenses Speaking: A mini-presentation	Lecture	Speaking reading
2	1.2 Making contacts Vocabulary: Job responsibility Reading: Life is all about making connections Listening: starting a conversation Speaking: Developing a conversation	Lecture	Speaking & 真题
3	Module 2.1 Company benefits Vocabulary: Types of business Reading 1: Is working for Xerox too good to be true Vocabulary: Expressions with take	Lecture	Speaking reading

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	Speaking: asking questions about jobs Grammar: the past Writing: A letter of application		
4	Module 2.2: Presenting your company Vocabulary: Company terms Listening: Presentation Speaking: Giving a presentation Writing: A memo Module 3.1: Starting a business Vocabulary: Types of business Reading: We wanna hold your hand	Lecture	Speaking &真题
5	Listening: Advice on franchise Listening: Planning a seminar Speaking: Discussing a schedule Module 3.2: Leaving and taking messages Listening: Leaving messages Speaking: Leaving a voicemail message	Lecture	Speaking reading
6	Test 1 Module 4.1: Advertising Vocabulary: Types of advertising	test&Lecture	
7	Listening: Advertising on the web Speaking: A short presentation Reading: Advertising standards Module 4.2: Delegating Reading: How to delegate Listening: A bad delegator Speaking: Delegating	Lecture	Speaking reading
8	Module 5.1: The workplace Reading: Art at work Listening: An interview with an art consultant Grammar: Reporting Listening: Some opinions on art Speaking: A meeting about artwork Module 5.2: Participating in a meeting	Lecture	Speaking &真题

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	<p>Reading: Meetings are great</p> <p>Vocabulary: Verb collocations</p> <p>Speaking: Expressions for meetings</p> <p>Listening: Report on a meeting</p>		
9	<p>Module 6.1: Recruitment</p> <p>Reading: Employment news</p> <p>Vocabulary: Hiring and firing</p> <p>Listening: Employment case studies</p> <p>Speaking: Employment issues</p> <p>Grammar: Passives</p> <p>Module 6.2: Emailing</p> <p>Reading: Clicking the habit</p> <p>Vocabulary: Emailing terms</p> <p>Reading: Internal communication and emails</p>	Lecture	Speaking reading
10	<p>Test 2</p> <p>Module 7.1: Sales</p> <p>Reading: Not sold on sales?</p> <p>Vocabulary: Sales Terms</p>	Lecture	
11	<p>Reading: The worst job in the world</p> <p>Vocabulary: Describing jobs</p> <p>Speaking: Comparing jobs</p> <p>Module 7.2: Selling</p> <p>Reading: How to sell...</p> <p>Listening: Selling</p> <p>Speaking: A sales conversation</p> <p>Reading: A proposal</p>	Lecture	Speaking reading
12	<p>Module 8.1: Training</p> <p>Reading: Training courses</p> <p>Listening: Assessing training needs</p> <p>Speaking: Giving reasons for and against</p> <p>Speaking: Discussing training needs</p>	Lecture	Speaking & 真题
13	<p>Module 8.2: Showing you're listening</p> <p>Reading: The importance of listening</p> <p>Listening: Good and bad listeners</p>		Speaking & 真题

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	Speaking: Showing you're listening Vocabulary; Linking phrases Listening: Responding to a letter of complaint		
14	Module 9.1: Branding Reading: What's that smell Reading: Chinese luxury obsession Speaking: Discussing Branding Module 9.2: Getting through Reading: Email marketing Listening: automated voicemail systems Speaking: Showing you're listening Vocabulary; Telephone calls	Lecture	Speaking & reading
15	Test 2 Module 10.1 Management Reading: How Madonna managed success	Test & Lecture	Speaking & reading
16	Module 10.2 Solving Problems Listening: Problems and solutions Vocabulary: Managing projects Vocabulary: Cause and result	Lecture	Review

三、评价方式以及在总评成绩中的比例

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	闭卷考试	测试 1	测试 2	口语展示		
占总评成绩的比例	55%	15%	15%	15%		

臧玉洁

任课教师：季萍 系主任审核：

日期：2023.9.4