

## 课程教学进度计划表

## 一、基本信息

课程名称	英语口语(3) Oral English (3)				
课程代码	0020093	课程序号	0555	课程学分/学时	2/32
授课教师	Shtanova Anna	教师工号	24085	专/兼职	专
上课班级	商英 23-2	班级人数	25	上课教室	外国语 129
答疑安排	周五下午 12:45-14:30				
课程号/课程网站	云班课				
选用教材	商务英语口语(第三版) 2017 清华大学出版社				
参考教材与资料	新概念英语 3 ted.com				

## 二、课程教学进度安排

课次	课时	教学内容	教学方式	作业
1	2	Business Travel and Reception	oral presentation role-plays Read article or watch short video	Presentation
2	2	Welcome Speech	oral presentation dialogue Read article or watch short video Debates	Speaking practice
3	2	Banquet Arrangement	oral presentation Dialogue Read article or watch short video Debates	Answer the given questions
4	2	Business Marketing	oral presentation role-plays Read article or watch short video	Presentation

			Debates	
5	2	E-Commerce	presentations/dialogue short video Debates	Read article
6	2	Seeking Customers	oral presentation role-plays Read article or watch short video	Answer the given questions
7	2	Introduce Enterprise	oral presentation role-plays or watch short video Debates	watch short video
8	2	Business Negotiation	presentations/dialogue short video Debates	Read article
9	2	Business Contact	presentations/dialogue short video Debates	watch short video
10	2	Performance of a Contract	Debates	oral presentation
11	2	International Business Advertisement	Debates	watch short video
12	2	Public Relations and Etiquettes	oral presentation role-plays Read article or watch short video Debates	Answer the given questions
13	2	Investment and Merger	oral presentation Read article or watch short video Debates	dialogue
14	2	Business Strategy and Planning	short video and perform	Oral presentation
15	2	Creativity in Business	short video and perform	Prepair for exam
16	2	Final Exam	Test	

## 三、考核方式

总评构成	占比	考核方式
X1	15%	Presentation ppt
X2	15%	Oral project
X3	15%	Course Credit Participation
X4	55%	Performance and Oral Test

任课教师:

(签名)

系主任审核:

(签名)

日期: