

课程教学进度计划表

一、基本信息

课程名称	剑桥商务英语（2）				
课程代码	0020017	课程序号	0544	课程学分/学时	4/64
授课教师	季萍	教师工号	14047	专/兼职	专职
上课班级	商英 23-1	班级人数	29	上课教室	三教 209；一教 316
答疑安排	时间：每周四下午 7-8 节 地点：高职 417				
课程号/课程网站	云班课 7093775				
选用教材	新版剑桥商务英语（中级），Leo Jones				
参考教材与资料	剑桥国际英语教程；新编剑桥商务英语教程				

二、课程教学进度安排

课次	课时	教学内容	教学方式	作业
1	4	1. Course and exam introduction 2. U1 Pleased to meet you!	Lecture	Speaking reading
2	4	1. U2 What do you do? 2. U3 Around the world	Lecture	Speaking & 真题
3	4	1. U4 Could you please U5 I'm sorry, could you say that again? 2. U6 hello, how may I help you? U7 Hold on, I just need to make a note	Lecture	Speaking reading
4	4	1. U8 Is everything clear? U9 I'm calling because.... 2. U10 I'm terribly sorry Review and practice	Lecture Presentation	Speaking & 真题
5	4	1. U11-14 to write an email clear and simple 2. U15-16 In reply to...	Lecture	Speaking reading

6	4	1. How to write a note and memo 2. How to write a proposal	test&Lecture	
7	4	1.U17 Can I ask some questions? U18 I'd like some more details 2.U19 Could you tell me more... U20 When can we meet?	Lecture	Speaking reading
8	4	1.U21 Avoiding misunderstandings U22 Thank you for your order 2.Test 1	Lecture*Test	
9	4	1. U24 Thank you for coming U25 The first item on the agenda is... 2. U23 What are your views U26 We need to come to an agreement	Lecture	Speaking reading
10	4	1.U29 Make yourself at home! U30 What shall we talk about? 2.U31 Would you like to join me for dinner? U32 How do I get there?	Lecture	Speaking reading
11	4	1.U33 Do you have a room available? 2.U34 When things go wrong...	Lecture	Speaking reading
12	4	1. Oral presentation 2. U35 About the company	Lecture	Speaking &真题
13	4	1. U36 Let me demonstrate... 2. U37 How does it work?		Speaking &真题
14	4	1. U38 features and benefits 2. U39 Giving presentations1	Lecture	Speaking &reading
15	4	1. U39 Giving presentations2 2. U40 A great new product!	Test & Lecture	Speaking &reading
16	4	1. Test 2 2. Review	Lecture	Review

三、考核方式

总评构成	占比	考核方式
1	55%	笔试

X1	15%	课堂表现
X2	15%	课堂测验
X3	15%	口语展示

任课教师：李莎（签名）

系主任审核：臧云洁（签名）

日期：2024. 9. 5