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 | 2030471 | 课程名称 | 涉外商务秘书英语2 |
| 课程学分 | 2 | 总学时 | 32 |
| 授课教师 | 赵琳红 | 教师邮箱 | gloriazlh@sina.com |
| 上课班级 | 15秘书 | 上课教室 |  |
| 答疑时间 | 时间 : 周四3、4节课 地点: 新闻传播学院207 电话：58137874 | | |
| 主要教材 | 《涉外秘书英语写作》 | | |
| 参考资料 | 《涉外商务文书》  《商务秘书实用英语》  <Longman English for Work> | | |

**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 One  Conference Organization and  Arrangements  1. Conference Introduction | Reading  Explaining | In-class exercise  List the jobs a secretary should do before, in the middle and after meetings |
| 2 | Unit One  Conference Organization and  Arrangements  2. Meeting Notice  3. Meeting Agenda & Itinerary | Explaining  Practicing | Simulation training |
| 3 | Unit One  Conference Organization and  Arrangements  4. Meeting Minutes | Explaining  Practicing | Translation and Writing |
| 4 | Quiz 1 |  |  |
| 5 | Unit Two Short Reports   1. Basic Structures   2. Travel Report | Explaining  Practicing | Writing |
| 6 | Unit Two Short Report  2.Data Analysis (Sales Report /Marketing Research) | Explaining  Practicing | Marketing Research Report |
| 7 | Unit Two Short Reports  4. Incident Report | Explaining  Practicing | Writing |
| 8 | Quiz 2 |  |  |
| 9 | Unit Three Foreign Trade  1. Flow chart and Terms | Explaining |  |
| 10 | Unit Three Foreign Trade  2. Inquiry and Quotation | Explaining  Practicing | Writing |
| 11 | Unit Three Foreign Trade  3. Contract | Explaining  Practicing | Inquiry, Quotation,  Contract |
| 12 | Quiz 3 |  |  |
| 13 | Unit Four HR Documents  1. Hiring Ads and CV | Reading  Words Study | Writing an Ad and CV accordingly |
| 14 | Unit Four HR Documents   1. Offers, Termination Letters,   Transfer Letters and Labor Contracts | Explaining  Practicing |  |
| 15 | Quiz 4 |  |  |
| 16 | Summary and wrap up | Q & A |  |

**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 | **Exam** | **Quiz** | **Quiz** | **Quiz** | **Quiz** |  |
| 占总评成绩的比例 | **60** | **10** | **10** | **10** | **10** |  |

任课教师： 赵琳红 系主任审核： 日期：