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 | 2030470 | 课程名称 | 涉外商务秘书英语1 |
| 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 | 17秘书 | 上课教室 | 1教103 |
| 答疑时间 | 时间 : 周四中午 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 | A Guide to Business writing | explain & practice |  |
| 2 | Goodwill lettersReference and Introduction Letters | explain & practiceread materials |  |
| 3 | Goodwill lettersReference and Introduction Letters | explain & practiceread materials | Writing and translation  |
| 4 | Ceremonial Speeches | explain & practiceread materials | Writing and translation |
| 5 | National Holiday  |  |  |
| 6 | Ceremonial Speeches | explain & practiceread materials | Writing and translation |
| 7 | Quiz 1 |  |  |
| 8 | Invitations and Answers | explain & practiceread materials | Writing and translation |
| 9 | Invitations and Answers | explain & practiceread materials | Writing and translation |
| 10 | Apology. Complaint and Adjustment Letters | explain & practiceread materials | Writing and translation |
| 11 | Apology. Complaint and Adjustment Letters | explain & practiceread materials | Writing and translation |
| 12 | Quiz 2 |  |  |
| 13 | Making an Itinerary | explain & practiceread materials | Writing and translation |
| 14 | Making an Itinerary  | explain & practiceread materials | Writing and translation |
| 15 | Making an Itinerary  | explain & practiceread materials | Writing and translation |
| 16 | Q&A |  |  |
| 17 | Final examination |  |  |

**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） |
| 考核形式 | **考试** | **测验** | **测验** | **小组作业** |
| 占总评成绩的比例 | **70** | **10** | **10** | **10** |

任课教师： 赵琳红 系主任审核： 徐磊 日期：2019年9月1日