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 | 17秘书 | 上课教室 |  |
| 答疑时间 | 时间 : 周四中午11：50到1：00 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 OneConference Organization and Arrangements1. Conference Introduction | ReadingExplaining | In-class exerciseList the jobs a secretary should do before, in the middle and after meetings |
| 2 | Unit OneConference Organization and Arrangements2. Meeting Notice3. Meeting Agenda & Itinerary | ExplainingPracticing | Simulation training |
| 3 | Unit OneConference Organization and Arrangements4. Meeting Minutes | ExplainingPracticing | Translation and Writing |
| 4 | Quiz 1 |  |  |
| 5 | Unit Two Short Reports1. Basic Structures

2. Travel Report | ExplainingPracticing | Writing  |
| 6 | Unit Two Short Report2.Data Analysis (Sales Report /Marketing Research) | ExplainingPracticing | Marketing Research Report |
| 7 | Unit Two Short Reports4. Incident Report | ExplainingPracticing | Writing |
| 8 | Quiz 2 |  |  |
| 9 | Unit Three Foreign Trade1. Flow chart and Terms  | Explaining |  |
| 10 | Unit Three Foreign Trade2. Inquiry and Quotation | ExplainingPracticing | Writing |
| 11 | Unit Three Foreign Trade3. Contract | ExplainingPracticing | Inquiry, Quotation,Contract |
| 12 | Quiz 3 |  |  |
| 13 | Unit Four HR Documents1. Hiring Ads and CV | ReadingWords Study | Writing an Ad and CV accordingly |
| 14 | Unit Four HR Documents1. Offers, Termination Letters,

Transfer Letters and Labor Contracts | ExplainingPracticing |  |
| 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** | **作业** |  |
| 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：