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 | 2030181 | 课程名称 | 商务谈判 |
| 课程学分 | 2 | 总学时 | 32 |
| 授课教师 | 冯修文 | 教师邮箱 | 02032@gench.edu.cn |
| 上课班级 | 秘书B15-1 | 上课教室 | 一教305 |
| 答疑时间 | 周三下午1:00-4:00 | | |
| 主要教材 | 讲义 | | |
| 参考资料 | 李佳韵、翁静乐，《国际商务英语口语口译》，上海交通大学出版社，2015年版  樊建廷，《商务谈判》，东北财经大学出版社，2013年版  冯修文，《商务秘书英语》，清华大学出版社，2014年版 | | |

**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 1 face to face  S: Tea and coffee  L: At the airport  L: At the office  S: At Conventions and exhibitions | Listening  Discussing  Speaking | Exercises in the book P9 |
| 2 | Unit 1 face to face  R: Qualities of receptionists  R: Body language  W: introduction letter  T: Chinese dishes | Listening  Discussing  Speaking | Exercises in the book P16 |
| 3 | Unit 2 business telephoning  L: About travel  L: About party  S: Reservation  T: Famous hotels in the world | Listening  Discussing  Speaking | Exercises in the book P23 |
| 4 | Unit 2 business telephoning  R: Business travel etiquette  R: Office Party  W: Reservation letter | Listening  Speaking  Discussing | Exercises in the book P32 |
| 5 | Unit 3 negotiating and signing up a contract  S: Cultures in negotiating  L: Negotiating Strategies | Listening  Discussing  Speaking | Exercises in the book P46 |
| 6 | Unit 3 negotiating and signing up a contract  S: Contract Items  R: Sales Contract | Listening  Discussing  Speaking | Exercises in the book P54 |
| 7 | Unit 4 packaging and transportation  R: Ways of packaging | Presentation | Quiz One |
| 8 | Unit 4 packaging and transportation  W: Shipment | Listening  Speaking  Speaking | Exercises in the book P60 |
| 9 | Unit 5 money matters  S: Key information  L: At the bank  L: At the office | Listening  Speaking  Speaking | Exercises in the book P69 |
| 10 | Unit 5 money matters  S: Discussing about EXPENSE REPORTS  R: How to save money  R: Stormy times for Europe’s banks  W: Request Letter | Listening  Speaking  Speaking | Exercises in the book P87 |
| 11 | Unit 6 handling problems  S: Complaining about the delivery delay  L: Dealing with the angry client | Presentation | Quiz Two |
| 12 | Unit 6 handling problems  W: Complaint Letter | Listening  Speaking  Speaking | Exercises in the book P93 |
| 13 | Unit 7 production and dealing with orders  S: The establishment of business relations  L: An enquiry | Listening  Speaking  Speaking | Exercises in the book P103 |
| 14 | Unit 7 production and dealing with orders  L: An offer  S: A counteroffer  R: Orders | Listening  Speaking  Speaking | Exercises in the book P112 |
| 15 | Oral Practice and Review |  |  |
| 16 | Final Test |  |  |

备注：作业内容为李佳韵、翁静编写的《国际商务英语口语口译》教程。

**三、评价方式以及在总评成绩中的比例**

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| 总评构成（1+X） | 评价方式 | 占比 |
| 1 | 期末考查（试卷）（50%客观 题，主要知识点；50%主观题，能力提升） | 50% |
| X1 | 课堂小测验-1（阶段知识点的掌握） | 15% |
| X2 | 课堂小测验-2（阶段知识点的掌握） | 15% |
| X3 | 活动策划与展示（知识在工作实践的运用） | 20% |

备注：

教学内容不宜简单地填写第几章、第几节，应就教学内容本身做简单明了的概括；

教学方式为讲课、实验、讨论课、习题课、参观、边讲边练、汇报、考核等；

评价方式为期末考试“1”及过程考核“X”，其中“1”为教学大纲中规定的形式；“X”可由任课教师或课程组自行确定（同一门课程多位教师任课的须由课程组统一X的方式及比例）。包括纸笔测验、课堂展示、阶段论文、调查（分析）报告、综合报告、读书笔记、小实验、小制作、小程序、小设计等，在表中相应的位置填入“1”和“X”的方式及成绩占比。

任课教师：冯修文 系主任审核：徐磊 日期：201803