上海建桥学院课程教学进度计划表

**一、基本信息**

|  |  |  |  |
| --- | --- | --- | --- |
| 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**

|  |  |  |  |
| --- | --- | --- | --- |
| 周次 | 教学内容 | 教学方式 | 作业 |
| 1 | Unit 1 face to faceS: Tea and coffee L: At the airportL: At the office S: At Conventions and exhibitions | Listening DiscussingSpeaking  | Exercises in the book P9 |
| 2 | Unit 1 face to faceR: Qualities of receptionists R: Body language W: introduction letterT: Chinese dishes | Listening DiscussingSpeaking | Exercises in the book P16 |
| 3 | Unit 2 business telephoningL: About travelL: About partyS: ReservationT: Famous hotels in the world | Listening DiscussingSpeaking | Exercises in the book P23 |
| 4 | Unit 2 business telephoningR: Business travel etiquetteR: Office PartyW: Reservation letter | Listening SpeakingDiscussing | Exercises in the book P32 |
| 5 | Unit 3 negotiating and signing up a contractS: Cultures in negotiating L: Negotiating Strategies | Listening DiscussingSpeaking | Exercises in the book P46 |
| 6 | Unit 3 negotiating and signing up a contract S: Contract ItemsR: Sales Contract | Listening DiscussingSpeaking | 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 SpeakingSpeaking | Exercises in the book P60 |
| 9 | Unit 5 money mattersS: Key information L: At the bankL: At the office  | Listening SpeakingSpeaking | Exercises in the book P69 |
| 10 | Unit 5 money matters S: Discussing about EXPENSE REPORTSR: How to save money R: Stormy times for Europe’s banks W: Request Letter | Listening SpeakingSpeaking | Exercises in the book P87 |
| 11 | Unit 6 handling problemsS: Complaining about the delivery delayL: Dealing with the angry client | Presentation | Quiz Two |
| 12 | Unit 6 handling problemsW: Complaint Letter | Listening SpeakingSpeaking | Exercises in the book P93 |
| 13 | Unit 7 production and dealing with ordersS: The establishment of business relations L: An enquiry | Listening SpeakingSpeaking | Exercises in the book P103 |
| 14 | Unit 7 production and dealing with ordersL: An offerS: A counterofferR: Orders | Listening SpeakingSpeaking | 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**

|  |  |  |
| --- | --- | --- |
| 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