

四川托普信息技术职业学院教案

【外语系】

周次	第 9 周 第 2 次课			备 注
章节 名称	自编教材：English for Economics and Management Chapter 1 Organization Part1 Organization			1 st /2 nd teaching hour 45min /per teaching hour
授课 方式	理论课 (√); 实验课 (); 实习 ()	教学 时数	2	
教学 目的 与 要求	1. Ss know some logos and the relative companies. 2. Ss can talk something about the online activities. 3. Ss learn the words and phrases by heart			
教 学 内 容 提 要				
<p>1.Warming up</p> <p>Ss to read all the Warming-up tasks and say something they know about the logos and the relative companies.</p> <p>Introduce the background information.</p> <p>2.Listening and Speaking;</p> <p>Practise listening to the different departments in a company and learn them by heart</p> <p>Practise introducing new colleagues and show them around the company.</p> <p>Make a role play</p>				
教学 重点 与	教学重点: 1. The new words and phrases 2. The discussion of the logos and the relative companies			

<p>教学难点</p>	<p>教学 难点:</p> <p>The new words and phrases</p> <p>Make a role play of introducing new colleagues and show them around the company.</p>	
<p>讨论</p>	<p>讨论题:</p> <p>What is a logo and Why does a company need their special and unique logo?</p>	
<p>思考</p>	<p>思考题:</p> <p>How to learn the new words and phrases efficiently?</p>	
<p>作业</p>	<p>作业题:</p> <p>Listen to the CD attached in the book and read the text after class</p>	
<p>教学手段</p>	<p>Explanation</p> <p>Giving examples</p> <p>Discussion</p> <p>Multimedia</p>	
<p>教学参考资料</p>	<p>1. 新职业英语综合英语 1 教师用书 徐小贞 主编</p> <p>2. 新编大学英语语法教程 章振邦 主编</p> <p>3. 网络资料</p>	
<p>课后总结分析</p>	<p>Ss are interested in this topic. They can learn some practical usages of some expressions. Ss are happy that they can use what they learnt to fill in the blanks.</p>	

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周次	第 9 周		第 3 次课		备 注
章节 名称	自编教材: English for Economics and Management Chapter 1 Organization Part1 Organization				3 rd /4 th
授课 方式	理论课 (<input checked="" type="checkbox"/>); 实验课 (<input type="checkbox"/>); 实习 (<input type="checkbox"/>)		教学 时数	2	teaching hour
教学 目的 与 要求	1. Learn the new word and expressions 2. Read the text and pay attention to the patterns and structures of it				45min /per teaching hour
教 学 内 容 提 要					
Reading and Vocabulary					
Home work: Do Task 1 &2 after reading..					
教学 重点 与 教学 难点	教学重点: 1. Ss can understand the text 2. Ss can master the important sentence structure 1. 3.Ss can get familiar with the terms of function departments				
	教学难点: Try to get familiar with the terms of function departments				

<p>讨论 思考 作业</p>	<p>讨论题： How to introduce a company's organization, including all departments and their functions?</p>	
	<p>思考题：What are the functions for each department?</p>	
<p>教学 手段</p>	<p>Explanation Giving examples Discussion Multimedia</p>	
<p>教学 参考 资料</p>	<p>1. 新职业英语综合英语 1 教师用书 徐小贞 主编 2. 新编大学英语语法教程 章振邦 主编 3. 网络资料</p>	
<p>课后 总结 分析</p>	<p>After learning the new words and expressions, Ss can read the passage smoothly. Ss like T to tell them some background information about words or passage. Ss can finish the exercise.</p>	

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【外语系】

周次	第 10 周	第 1 次课	备注
章节名称	自编教材: English for Economics and Management Chapter 1 Organization Part1 Organization		5 th /6 th teaching hour 45min /per teaching hour
授课方式	理论课 (√); 实验课 (); 实习 ()	教学时数 2	
教学目的与要求	1. Keeping on the topic about organization structures—the major functional parts of a company and its major functions 2. Grammar for use--- Modal Verbs		
教学 内 容 提 要			
1. Reading and Vocabulary 2. Grammar for use Home work: Do Grammar exercises in the supplementary material.			
教学重点与教学难点	教学重点: 1. The rest part of Reading and Exercise 4 2. Grammar ---Subject-Verb Agreement 教学 难点: Grammar ---Subject-Verb Agreement		

<p>讨论</p> <p>思考</p> <p>作业</p>	<p>讨论题:</p> <p>When do we use Subject-Verb Agreement? Give examples.</p> <hr/> <p>作业题:</p> <p>Do Grammar exercises in the supplementary material.</p>	
<p>教学</p> <p>手段</p>	<p>Explanation</p> <p>Giving examples</p> <p>Discussion</p> <p>Multimedia</p>	
<p>教学</p> <p>参考</p> <p>资料</p>	<p>1. 新职业英语综合英语 1 教师用书 徐小贞 主编</p> <p>2. 新编大学英语语法教程 章振邦 主编</p> <p>3. 网络资料</p>	
<p>课后</p> <p>总结</p> <p>分析</p>	<p>After learning the new words and expressions, Ss can read the passage smoothly. Ss like T to tell them some background information about words or passage. Ss can finish the exercise.</p>	

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【外语系】

周次	第 10 周	第 2 次课		备注
章节名称	自编教材: English for Economics and Management Chapter 1 Organization Part1 Organization			7 th /8 th teaching hour
授课方式	理论课 (√); 实验课 (); 实习 ()	教学时数	2	45min /per teaching hour
教学目的与要求	1. Learn about the functions and major elements of a Memo (Memorandum) 2. Learn how to write a Memo			
教 学 内 容 提 要				
1. Practical Reading 2. Practical Writing Try to understand the importance of keeping a memo in business. Write a memo				
教学重点与教学难点	教学重点: The words and expressions used in Memo writing 教学难点: How to write a a Memo 作业题: Assign a written work of memo			

<p>教学 手段</p>	<p>Explanation Giving examples Discussion Multimedia</p>	
<p>教学 参考 资料</p>	<p>1. 新职业英语综合英语 1 教师用书 徐小贞 主编 2. 新编大学英语语法教程 章振邦 主编 3. 网络资料</p>	
<p>课后 总结 分析</p>	<p>After learning this part, Ss can know the basic structure of this kind of composition. According to the giving patterns, Ss can imitate to finish a composition.</p>	

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【外语系】

周次	第 11 周	第 1 次课	备注
章节名称	自编教材: English for Economics and Management Chapter 1 Organization Part1 Organization		9 th /10 th teaching hour 45min /per teaching hour
授课方式	理论课 (<input checked="" type="checkbox"/>); 实验课 (<input type="checkbox"/>); 实习 (<input type="checkbox"/>)	教学时数 2	
教学目的与要求	Review the important words and expression and grammar through doing exercises.		
教学 内 容 提 要			
My progress Check Home work: Review the words and expressions of this unit.			
教学重点与教学难点	教学重点: 1. Vocabulary and Structure exercises 2. Listening , Grammar, and Translation 教学 难点: Vocabulary and Translation 作业题: Review vocabulary and expressions in this unit.		

<p>教学 手段</p>	<p>Explanation Giving examples Discussion Multimedia</p>	
<p>教学 参考 资料</p>	<p>1. 新职业英语综合英语 1 教师用书 徐小贞 主编 2. 新编大学英语语法教程 章振邦 主编 3. 网络资料</p>	
<p>课后 总结 分析</p>	<p>Ss can finish all the exercises through watching the listening materials. Ss can talk some related information about this topic in English. Ss can finish the exercise and correct their errors through T's explanation.</p>	

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【外语系】

周次	第 11 周	第 2 次课	备 注
章节 名称	自编教材: English for Economics and Management Chapter 1 Organization Part1 Organization		11 th /12 th teaching hour 45min /per teaching hour
授课 方式	理论课 (√); 实验课 (); 实习 ()	教学 时数 2	
教学 目的 与 要求	Group work: Learn from different web-sites of companies and draw up the basic elements in designing the front page of the website. Create the Ss' own website.		
教 学 内 容 提 要			
Project Create the Ss' own website.			
教学 重点 与 教学 难点	教学重点: The words which might be used in the students' group work concerning website designing and creation. 教学难点: 1. How to learn to collect the information needed to create the website of a company 2. How to write the introduction for a company.		

<p>讨论</p> <p>思考</p> <p>作业</p>	<p>1. Divide the students into 6—8 groups and do the design work.</p> <p>2. Make a show and presentation about the result of their work</p> <hr/> <p>作业题:</p> <p>Review the words and structure concerning time management.</p>	
<p>教学</p> <p>手段</p>	<p>Explanation</p> <p>Giving examples</p> <p>Discussion</p> <p>Multimedia</p>	
<p>教学</p> <p>参考</p> <p>资料</p>	<p>1. 新职业英语综合英语 1 教师用书 徐小贞 主编</p> <p>2. 新编大学英语语法教程 章振邦 主编</p> <p>3. 网络资料</p>	
<p>课后</p> <p>总结</p> <p>分析</p>	<p>Ss can finish this part successfully. Ss can express their ideas through PPT. They can role-play their roles and show their opinions on the websites.</p>	

