

# 四川托普信息技术职业学院教案

## 【外国语 系】

周次	第 8 周			第 1 次课		备 注
章节名称	Unit 6 Human Resource Management Reading I: Human Resource Management Background Information & New Words and Expressions				45 分钟/一节 课	
授课方式	理论课 (是 ); 实验课 ( ); 实习 ( )		教学时数	2		
教学目的与要求	1. Ss can finish the Pre-reading Part. 2. Ss can master some words and expressions related with human resource management. 3. Ss can finish the discussion of human resource management with your partners. 4. Ss learn the words and phrases in this part by heart					
教 学 内 容 提 要						
Background Information & New Words and Expressions						
1. Pres-reading: Background Information 1.1. Brainstorm 1.1. words or expressions related with what human resources managers are in charge of. 1.2. Famous brands of sportswear. 1.2. Pair work Discuss the five questions of human resources managers with your partner. (list on P143)  2. New Words and Expressions — <b>Key Words:</b> fuel, motivation, view, strategic, corporate, transform, accelerate, shrink, recession, executive, perspective, coordinate, resign, ease, promotion — <b>Phrases:</b> at stake, figure out, lay off, cope with, T explains the new words and phrases  3. Homework: 3.1. Review the new words and phrases. 3.2. Preview the passage						

教学 重点 与 教学 难点	<b>教学重点:</b> 1. Ss can master some words and expressions related with human resource management. 2. Ss can finish the discussion of human resource management with your partners. 3. Ss learn the words and phrases in this part by heart	
	<b>教学难点:</b> 1. Ss can finish the discussion of human resource management with your partners. 2. Ss learn the words and phrases in this part by heart	
讨论  思考  作业	<b>讨论题:</b> Why do more and more companies consider employees their most valuable asset?	
	<b>思考题:</b> What role does a human resources department plays in relation to the common grounds of a company?	
	<b>作业题:</b> 1. Review the whole part 2. preview	
教学 手段	Explanation Giving examples Multimedia Discussion	
教学 参考 资料	新编商务英语综合教程 教学参考书 2 网络资料	
课后 总结 分析	Students can use the language points and vocabulary learned in unit 1 correctly	

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## 【外国语 系】

周次	第 8 周	第 2 次课	备 注	
章节名称	Unit 6 Human Resource Management Reading I: Human Resource Management Language points、 Passage Explanation and Culture Focus		每课时 45 分钟。	
授课方式	理论课 (是 )； 实验课 ( )； 实习 ( )	教学时数		2
教学目的与要求	1. Ss can understand the notes of this passage 2. Ss can master the important sentence structures 3. Ss can understand the whole passage sentence by sentence. 4. Ss can recite the first paragraph.			
教 学 内 容 提 要				
Language points、 Passage Explanation and Culture Focus				
1. Language points T explains the important language points As...know, more and more..., be at stake, be viewed as, be in an era of ..., enable as. To cope with ..., in addition, it is scarcely surprising that...,				
2. Passage Explanation T explains the whole passage sentence by sentence and let Ss to recite the first paragraph.				
3 Culture Focus Process of Human Resource Management Responsibilities of Human Resource Management				
4.Homework 4.1. review the whole passage 4.2. Do the part of the exercises: III,IV and Task 1 P12				

教学重点与教学难点	<b>教学重点:</b> 1. Ss can understand the notes of this passage 2. Ss can master the important sentence structures 3. Ss can understand the whole passage sentence by sentence.	
	<b>教学难点:</b> 1. Ss can understand the notes of this passage 2. Ss can master the important sentence structures	
讨论  思考  作业	<b>讨论题:</b> What are the opinions of Johnson & Johnson's managers about their employees?	
	<b>思考题:</b> To what extent do you understand the difference between “ personnel management” and “ human resource management” ?	
	<b>作业题:</b> 1. review the whole passage 2. Do the part of the exercises: III,IV on P 148-149and Task 1 P150	
教学手段	Explanation Giving examples Multimedia Discussion	
教学参考资料	新编商务英语综合教程 教学参考书 2 网络资料	
课后总结分析	Students can use the language points and vocabulary learned in unit 1 correctly	

# 四川托普信息技术职业学院教案

## 【外国语 系】

周次	第 8 周	第 3 次课	备注
章节名称	Unit 6 Human Resource Management Reading I: Human Resource Management Exercises and Post-reading		每课时 45 分钟。
授课方式	理论课 (是 ) ; 实验课 ( ) ; 实习 ( )	教学时数	
教学目的与要求	1. Ss can finish the exercise part by themselves. 2. Ss can finish the post-reading part. 3. Ss can understand the whole content of this part.		
<b>教 学 内 容 提 要 Exercises and Post-reading</b>			
<p>1. Exercises</p> <p>II. Choose the best answer to complete the following sentences.</p> <p>III. Give the English words for the meanings provided Downsize, resignation, termination, overall, appraise, promotion, fuel, era...</p> <p>IV. Put the proper forms of the following words or expressions in the blanks. Figure out, at stake, overseeing, motivation, are laid off, cope with, view...</p> <p>V. Rewrite the following sentences and replace the underlined parts with appropriate words or phrases.</p> <p>2.Post-READING</p> <p>Task 1: work in pairs Discuss with your group and complete the following job advertisement as required.</p> <p>Task 2: work in class Each group prepares a short report of what responsibilities and what qualifications the HR manager should take and have and present their opinions.</p> <p>3.Homework Review what learned today and preview Reading II.</p>			

教学 重点 与 教学 难点	<b>教学重点:</b> 1. Ss can finish the exercise part by themselves. 2. Ss can finish the post-reading part. 3. Ss can understand the whole content of this part.	
	<b>教学难点:</b> 1. Ss can finish the exercise part by themselves. 2. Ss can understand the whole content of this part.	
讨论	<b>讨论题:</b> Why should employees be retained?	
思考	<b>思考题:</b> What do human resource managers must figure out in terms of employees?	
作业	<b>作业题:</b> Review what learned today and preview listening part.	
教学 手段	Explanation Giving examples Multimedia Discussion	
教学 参考 资料	新编商务英语综合教程 教学参考书 2 网络资料	
课后 总结 分析	Students can use the language points and vocabulary learned in unit 1 correctly	

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## 【外国语 系】

周次	第 9 周	第 1 次课	备 注	
章节名称	Unit 6 Human Resource Management  Listening Comprehension Tasks		45 分钟/一节 课	
授课方式	理论课 (是 )；实验课 ( )；实习 ( )	教学时数		2
教学目的与要求	1. Ss can finish the lead-in. 2. Ss learn the words and phrases in this part by heart 3. Ss can talk some important things about human resource management 4. To improve students' listening comprehension through the part			
教 学 内 容 提 要				
Listening Comprehension Tasks				
<p>Lead-in</p> <p>1. Listening comprehension tasks</p> <p>1.1 passage 1</p> <p style="padding-left: 20px;">Listen to passage 1 for the first time and then write out questions.</p> <p style="padding-left: 20px;">Listen to passage 1 for the second time and then complete the exercises of Filling in the form and True or False questions.</p> <p style="padding-left: 20px;">T explain the passage and let's Ss listen the whole passage again.</p> <p>1.2 passage 2</p> <p style="padding-left: 20px;">Listen to passage 2 for the first time and then write out questions.</p> <p style="padding-left: 20px;">Listen to passage 2 for the second time and then complete the multiple choice exercises.</p> <p style="padding-left: 20px;">T explain this passage and let's Ss listen the whole passage again.</p> <p>2. Spot Dictation</p> <p style="padding-left: 20px;">Let's Ss to listen the passage twice, and then fill in the blanks.</p> <p style="padding-left: 20px;">T explain this passage and let's Ss listen the whole passage again.</p> <p>homework:</p> <p>1. Listen to the CD attached in the book and review what learned today</p> <p>2. Review the new words and phrases.</p>				

教学 重点 与 教学 难点	<b>教学重点:</b> 1. The new words and phrases of this listening part 2. talk some important things about human resource management	
	<b>教学 难点:</b> talk some important things about human resource management	
讨论	<b>讨论题:</b> How to improve the ability of listening comprehension?	
思考	<b>思考题:</b> How to learn the new words and phrases efficiently?	
作业	<b>作业题:</b> Listen to the CD attached in the book and review what learned today	
教学 手段	Explanation Giving examples Discussion Multimedia	
教学 参考 资料	新编商务英语综合教程 教学参考书 2 网络资料	
课后 总结 分析	Students can use the language points and vocabulary learned in unit 1 correctly	



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## 【外国语 系】

周次	第 9 周 第 2 次课			备 注
章节名称	Unit 6 Human Resource Management Reading 2: Maslow's Hierarchy of Needs Language points and comprehension			每课时 45 分钟。
授课方式	理论课 (是 ) ; 实验课 ( ) ; 实习 ( )	教学时数	2	
教学目的与要求	1.Ss learn the words and phrases in this part by hear. 2. Ss can understand the notes of this passage 3. Ss can understand the whole passage.			
教 学 内 容 提 要				
Language points and comprehension				
1.Language Focus — <b>Key Words:</b> portray, security, shelter, survival, intimacy, self-esteem, fame, version, fame, competence, basis, priority, perceive — <b>Phrases:</b> pertain to, whether...or..., in general, due to, for the most part, in the absence of, feelings of belongingness 2.Reading Comprehension T will ask some Ss to explain one or two paragraphs (Para. 5 and 6) for all students. Then T will add some important points of these two paragraphs to Ss. Then T will explain the rest of the whole passage for the class. 3.Homework 3.1 Review the new words and phrases 3.2 Review the whole passage 3.3. Do the exercise on Page 156-159.				

教学重点与教学难点	<b>教学重点</b> 1.Ss learn the words and phrases in this part by hear. 2. Ss can understand the notes of this passage 3. Ss can understand the whole passage.	
	<b>教学难点</b> 1.Ss learn the words and phrases in this part by hear. 2. Ss can understand the whole passage.	
讨论  思考  作业	<b>讨论题:</b> How do you understand the strength and weakness of Maslow's Hierarchy of Needs?	
	<b>思考题:</b> How do you think Maslow's Hierarchy of Needs will affect business and society?	
	<b>作业题:</b> 1.Review the new words and phrases 2.Review the whole passage 3. Do the exercise on Page 156-159.	
教学手段	Explanation Giving examples Multimedia Discussion	
教学参考资料	新编商务英语综合教程 教学参考书 2 网络资料	
课后总结分析	Students can use the language points and vocabulary learned in unit 1 correctly	

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## 【外国语 系】

周次	第 9 周	第 3 次课		备 注
章节名称	Unit 6 Human Resource Management Reading 2: Maslow's Hierarchy of Needs Exercises and Extended Activities			每课时 45 分钟。
授课方式	理论课（是 ）；实验课（ ）；实习（ ）	教学时数	2	
教学目的与要求	1.Ss can finish the exercises 2.Ss can understand the reason of each question in this part. 3.Ss can master the extended activities: talking about personal interests			
<b>教 学 内 容 提 要</b>				
Exercises and Extended Activities				
<p>1. Exercises</p> <p style="margin-left: 20px;">1.1. Comprehension: True/ False/ Not mentioned</p> <p style="margin-left: 20px;">1.2. Discussion questions</p> <p style="margin-left: 20px;">1.3. Vocabulary</p> <p style="margin-left: 20px;">1.4. Translation</p> <p style="margin-left: 20px;">1.5. Cloze</p> <p>T will ask Ss to finish all the exercises of their own. T will ask some Ss to explain their results. Then T will make some necessary additions to each item.</p> <p>2.Extended activities</p> <p>Function and structure: talking about personal interests</p> <p>2.1. Learn the basic forms of talking about personal interests</p> <p style="margin-left: 20px;">1.1 Do the exercises of this part</p> <p>T will check all the answers and give the reasons.</p> <p>3.Homework</p> <p>3.1 Review the exercises part.</p> <p>3.2. Preview the part of special use.</p>				

教学 重点 与 教学 难点	<b>教学重点:</b> 1.Ss can finish the exercises 2.Ss can understand the reason of each question in this part. 3.Ss can master the extended activities: talking about personal interests	
	<b>教学 难点:</b> 1.Ss can understand the reason of each question in this part. 2.Ss can master the extended activities: talking about personal interests	
讨论	<b>讨论题:</b> How to translate some Chinese sentences into English? e.g.: 缺少了精确的数据, 我们的讨论将毫无意义。	
	<b>思考题:</b> How to improve the ability of translation?	
	<b>作业题:</b> 1.Review the exercises part. 2.Preview the part of special use.	
教学 手段	Explanation Giving examples Multimedia Discussion	
教学 参考 资料	新编商务英语综合教程 教学参考书 2 网络资料	
课后 总结 分析	Students can use the language points and vocabulary learned in unit 1 correctly	

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## 【外国语 系】

周次	第 10 周	第 1 次课	备 注	
章节名称	Unit 6 Human Resource Management Special Use: A Review of Verbs Practical Reading: Performance Appraisal Form		每课时 45 分钟。	
授课方式	理论课 ( 是 ); 实验课 (是); 实习 ( )	教学时数		2
教学目的与要求	1.Ss can master different expressions of the appropriate forms of verbs. 2.Ss can understand the practical reading. 3.Ss can finish all the exercises of the two parts.			
教 学 内 容 提 要				
Special Use: A Review of Verbs Practical Reading: Performance Appraisal Form				
1. Special Use: A Review of Verbs T will explain the different expressions of Verbs. Do/ does Will do Did Done Be doing Be being done Been have done T lets Ss to finish the exercise of this part. And T will correct all of them.				
2. Practical Reading: Performance Appraisal Form T let Ss to read this passage carefully and finish this part by their own, then check their answers.				
3. Homework Review the whole content of this unit				

教学 重点 与 教学 难点	<b>教学重点:</b> 1.Ss can master different expressions of the appropriate forms of verbs. 2.Ss can understand the practical reading. 3.Ss can finish all the exercises of the two parts.	
	<b>教学难点:</b> 1.Ss can master different expressions of the appropriate forms of verbs. 2.Ss can finish all the exercises of the two parts.	
讨论  思考  作业	<b>讨论题:</b> How to use the different verb forms appropriately and correctly?	
	<b>思考题:</b> How to improve the ability of the reading comprehension?	
	<b>作业题:</b> Review the whole content of this unit	
教学 手段	Explanation Giving examples Multimedia Discussion	
教学 参考 资料	新编商务英语综合教程 教学参考书 2 网络资料	
课后 总结 分析	Students can use the language points and vocabulary learned in unit 6 correctly	