

# 揭阳职业技术学院教学日历

二〇二五 ~ 二〇二六学年度第二学期

授课计划时数:	72	学时
授 课 周 数:	18	周
每周教学时数:	4	学时

专业 商务英语 班别 商英 251 班（第一组）、  
商英 251（自主招生）

任课教师 陈露露

课程名称 职场实用英语一

教材名称 职场实用英语交际教程（初级）

系主任（签名） \_\_\_\_\_

二〇二六年三月六日填

揭阳职业技术学院教务处编制

周次	日期	时数	教学方式	教学内容	备注
1	3月6日至 3月8日	0	讲练结合		
2	3月9日至 3月15日	4	讲练结合	<p><b>Unit 1 Announce a team building event</b></p> <p><u>Scenario</u>: David Johnson,a secretary in Bolton I td,is asked to announce a team building event to the company's new staff</p> <p><u>Set the task</u>: A conversation about the plan for the team building event</p> <p><u>Listening</u>: A conversation about the details of the team building event</p> <p><u>Reading</u>: Schedule of the team building event</p>	
3	3月16日至 3月22日	4	讲练结合	<p><b>Unit 1 Announce a team building event</b></p> <p><u>Develop the strategies</u>: Structure of an oral announcement; Useful expressions of an oral announcement</p> <p><u>Fulfill the task</u>:Make an oral announcement of the team building event</p> <p><u>To extend</u>: Two fun team building activities</p>	
4	3月23日至 3月29日	4	讲练结合	<p><b>Unit 2 Write a hotel reservation email</b></p> <p><u>Scenario</u> : Margaret Jones, a secretary in an association,is asked to write a hotel reservation email for an annual business meeting</p> <p><u>Set the task</u> : A conversation about the background information of the meeting</p> <p><u>Listening</u>: A conversation about the detailed requirements of the meeting</p> <p><u>Reading</u>: An advertisement of the Holloway Hotel</p>	
5	3月30日至 4月5日	4	讲练结合	<p><b>Unit 2 Write a hotel reservation email</b></p> <p><u>Develop the strategies</u>: Structure of a hotel reservation email; Useful expressions of a reservation email</p> <p><u>Fulfill the task</u>:Write a hotel reservation email for the annual business meeting</p> <p><u>To extend</u>: Different types of hotel rooms</p>	清明节按国家规定放假
6	4月6日至 4月12日	4	讲练结合	<p><b>Unit 3 Write a quick operation guide</b></p> <p><u>Scenario</u>: Chen Jie,a technician in Bright Future Co.,Ltd., is asked to write a quick operation guide for the newly- bought projectors.</p> <p><u>Set the task</u>: A conversation about Chen Jie's</p>	

				task of writing a quick operation guide <u>Reading</u> : A manual for the new projector <u>Listening</u> : A conversation about some problems with the use of the projectors	
7	4月13日至 4月19日	4	讲练 结合	<b>Unit 3 Write a quick operation guide</b> <u>Develop the strategies</u> : Language style of an operation guide; Use of imperative sentences <u>Fulfill the task</u> : Write a quick operation guide for the Projectors <u>To extend</u> : How to maintain electronic office equipment	
8	4月20日至 4月26日	4	讲练 结合	<b>Unit 4 Reply to technical enquiries</b> <u>Scenario</u> : Nick Brown, a new technician in Core Digi Company, is asked to reply to two customers technical enquiries <u>Set the task</u> : A conversation about the two customers technical enquiries <u>Reading</u> : FAQs about technical problems of the company's smart phones <u>Listening</u> : A conversation about some other technical problems of the company's smart phones	
9	4月27日至 5月3日	4	讲练 结合	<b>Unit 4 Reply to technical enquiries</b> <u>Develop the strategies</u> : Main steps in replying to technical enquiries; Useful expressions for customer care <u>Set the task</u> : Reply to the customers' technical enquiries <u>To extend</u> : 5G changes life	劳动节按国家规定放假
10	5月4日至 5月10日	4	讲练 结合	<b>Unit 5 Make a business trip itinerary</b> <u>Scenario</u> : Li Yue, a new assistant in C&W Publications, is asked to make an itinerary for Professor Payne's visit to Beijing. <u>Set the task</u> : A conversation about a new book and its writer <u>Reading</u> : An invitation email to Professor Payne and a reply email from him <u>Listening</u> : A conversation about the details of Professor Payne's visit to Beijing	
11	5月11日至 5月17日	4	讲练 结合	<b>Unit 5 Make a business trip itinerary</b> <u>Develop the strategies</u> : Structure of an itinerary; Useful expressions of an itinerary <u>Set the task</u> : Make a business trip itinerary for Professor Payne	

				<u>To extend:</u> Interesting facts about the Forbidden City	
12	5月18日至 5月24日	4	讲练 结合	<p><b>Unit 6 Receive a business client</b></p> <p><u>Scenario:</u> Lin Shu, an executive assistant in Metals Securities is asked to receive Tom Brian, the deputy head from B<sup>s</sup> G Company</p> <p><u>Set the task:</u> A conversation about Mr Brian's visit to the company</p> <p><u>Reading:</u> A profile of Mr Brian's growth and success</p> <p><u>Listening:</u> A conversation about Mr Brian's character, interest and hobbies.</p>	
13	5月25日至 5月31日	4	讲练 结合	<p><b>Unit 6 Receive a business client</b></p> <p><u>Develop the strategies:</u> How to pick up a client at the airport; Useful expressions when picking up a client at the airport</p> <p><u>Set the task:</u> Make small talk with Mr Brian</p> <p><u>To extend:</u> Local snacks in Guangzhou</p>	
14	6月1日至 6月7日	4	讲练 结合	<p><b>Unit 7 Write a market research report</b></p> <p><u>Scenario:</u> Yang Tao, a sales assistant in Foodelico Ltd., is asked to do some research on energy drinks market in New Zealand and write a report to present the results</p> <p><u>Set the task:</u> A conversation about Yang Tao's task of writing a market research report</p> <p><u>Reading:</u> Three charts of the energy drinks market in New Zealand</p> <p><u>Listening:</u> Four interviews with customers about their feedback on the company's new energy drink</p>	
15	6月8日至 6月14日	4	讲练 结合	<p><b>Unit 7 Write a market research report</b></p> <p><u>Develop the strategies:</u> Techniques of reading a chart; Useful expressions of chart description</p> <p><u>Set the task:</u> Write a market research report of the new energy drink</p> <p><u>To extend:</u> Why market research is important to a business</p>	
16	6月15日至 6月21日	4	讲练 结合	<p><b>Unit 8 Introduce a new product</b></p> <p><u>Scenario:</u> Penny Rogers, a trip advisor in L&amp;P Group, is asked to recommend a new travel package to customers</p> <p><u>Set the task:</u> A conversation about the new travel package and Penny's task of introducing it</p>	端午节按国家规定放假

				<u>Reading:</u> A poster about the travel package from Manila to Beijing <u>Listening:</u> A conversation about the needs of the customers	
17	6月22日至 6月28日	4	讲练 结合	<b>Unit 8 Introduce a new product</b> <u>Develop the strategies:</u> Structure of an introduction speech <u>Set the task:</u> Introduce the new travel package to customers <u>To extend:</u> Jiaohe Ancient City	
18	6月29日至 7月5日	4	讲练 结合	<b>Unit 9 Reply to customer queries</b> <u>Scenario:</u> Zheng Wen, a salesperson in Lead Arts & Crafts Company, is asked to reply to customer queries about the new products at a fair <u>Set the task:</u> A conversation about the China Import and Export Fair and Zheng Wen's task at the fair <u>Reading:</u> A catalogue of the company's three products <u>Listening:</u> A conversation about the discount and lead time of the products	
				Revision	

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