

<<高级职业英语教师参考书>>

图书基本信息

书名：<<高级职业英语教师参考书>>

13位ISBN编号：9787040282955

10位ISBN编号：704028295X

出版时间：2009-9

出版时间：高等教育出版社

作者：《高级职业英语》系列教材编写组 编

页数：205

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

## &lt;&lt;高级职业英语教师参考书&gt;&gt;

## 前言

《高级职业英语》(Advanced Career English)是一套专门针对高职高专学生实际的公共英语系列教材。

其编写历经了两年之久,经过了大型调查研究,获得了大量客观可靠的数据和访谈笔录,并在此基础上进行了科学的定量和定性分析。

其编写理念是在对用人单位、毕业生、在校生和教师及教学管理部门进行调查的基础上,采取“能力倒推”的方法,即根据调查统计结果筛选出毕业生实际工作岗位所涉及的岗位英语技能点,再根据目标工作岗位群的特征,将这些技能点按照语言教学的客观规律进行科学的编排和语言精加工,整合成具有共性特征的技能模块,从而形成教材的主要架构。

本系列教材依据教育部颁布的《关于全面提高高等职业教育教学质量的若干意见》,遵循“面向社会,针对岗位,强化能力,促进发展”的宗旨,坚持“能力本位、任务驱动、行动导向、教学做一体化”的教学模式和以岗位技能为主线,以职场活动为情景的编写原则,构建“基于工作过程的项目导向”的内容体系,紧扣岗位需求,做到“学中做,做中学”,以“学以致用”、“学以致用”、突出技能训练、全面提高学生完成岗位工作能力为目的。

本系列教材形式新颖,按照听说模块、读写模块和拓展模块分项编写,内容贴近岗位需求,具有独到的针对性和实用性,为学生通过本教材的学习,掌握职场生存和发展必需的英语基本技能提供了可靠的保障。

本系列教材借鉴国内外优秀教材的编写经验,由外籍语言专家审定把关,是一套专为高职高专院校非英语专业公共英语教学量身打造的综合英语系列教材。

《高级职业英语》系列教材共三级,每级由《听说教程》、《读写教程》、《拓展教程》以及《教师参考书》组成,同时增加了《预备教程》可供入学水平较低的使用者选用。

本系列教材每单元围绕同一职业岗位技能展开训练,每个教程既相对独立,又相互联系和互为补充,从而形成一个有机的整体。

## <<高级职业英语教师参考书>>

### 内容概要

本系列教材依据教育部颁布的《关于全面提高高等职业教育教学质量的若干意见》，遵循“面向社会，针对岗位，强化能力，促进发展”的宗旨，坚持“能力本位、任务驱动、行动导向、教学做一体化”的教学模式和以岗位技能为主线，以职场活动为情景的编写原则，构建“基于工作过程的项目导向”的内容体系，紧扣岗位需求，做到“学中做，做中学”，以“学以致用”、“学以致用”、突出技能训练、全面提高学生完成岗位工作能力为目的。

本系列教材形式新颖，按照听说模块、读写模块和拓展模块分项编写，内容贴近岗位需求，具有独到的针对性和实用性，为学生通过本教材的学习，掌握职场生存和发展必需的英语基本技能提供了可靠的保障。

本系列教材借鉴国内外优秀教材的编写经验，由外籍语言专家审定把关，是一套专为高职高专院校非英语专业公共英语教学量身打造的综合英语系列教材。

《高级职业英语》系列教材共三级，每级由《听说教程》、《读写教程》、《拓展教程》以及《教师参考书》组成，同时增加了《预备教程》可供入学水平较低的使用者选用。

本系列教材每单元围绕同一职业岗位技能展开训练，每个教程既相对独立，又相互联系和互为补充，从而形成一个有机的整体。

书籍目录

Teaching Plan for Advanced Career English 1  
 Advanced Career English Teacher ' S Manual  
 1 Reading and Writing . Unit 1 Adapting to New Environments  
 Section 1 Before-class Activities : Getting Things Ready  
 Section 2 In-class Activities : Things to Do  
 Section 3 Things to Write  
 Section 4 After-class Activities : More Things to Do  
 Unit 2 Handling Personal Information  
 Section 1 Before-class Activities : Getting Things Ready  
 Section 2 In-class Activities : Things to Do  
 Section 3 Things to Write  
 Section 4 After-class Activities : More Things to Do  
 Unit 3 Planning Your Career  
 Section 1 Before-class Activities : Getting Things Ready  
 Section 2 In-class Activities : Things to Do  
 Section 3 Things to Write  
 Section 4 After-class Activities : More Things to Do  
 Unit 4 Hunting for a job  
 Section 1 Before-class Activities : Getting Things Ready  
 Section 2 In-class Activities: Things to Do  
 Section 3 Things to Write  
 Section 4 After-class Activities: More Things to Do  
 Unit 5 Making Invitations  
 Section 1 Before-class Activities: Getting Things Ready  
 Section 2 In-class Activities: Things to Do  
 Section 3 Things to Write  
 Section 4 After-class Activities: More Things to Do  
 Unit 6 Receiving Visitors  
 Section 1 Befere-class Activities: Getting Things Ready  
 Section 2 In-class Activities: Things to Do  
 Section 3 Things to Write  
 Section 4 After-class Activities: More Things to Do  
 Unit 7 Managing Office Work  
 Section 1 Before-class Activities: Getting Things Ready  
 Section 2 In-class Activities: Things to Do  
 Section 3 Things to Write  
 Section 4 After-class Activities: More Things to Do  
 Unit 8 Organizing Meetings  
 Section 1 Before-class Activities: Getting Things Ready  
 Section 2 In-class Activities: Things to Do  
 Section 3 Things to Write  
 Section 4 After-class Activities: More Things to Do  
 Unit 9 Making Business Trips  
 Section 1 Before-class Activities: Getting Things Ready  
 Section 2 In-class Activities: Things to Do  
 Section 3 Things to Write  
 Section 4 After-class Activities: More Things to Do  
 Unit 10 Interpersonal Skills and Teamwork  
 Section 1 Before-class Activities: Getting Things Ready  
 Section 2 In-class Activities: Things to Do  
 Section 3 Things to Write  
 Section 4 After-class Activities: More Things to Do  
 Advanced Career English Teachers Manual  
 1 Listening and Speaking  
 Unit 1 Adapting to New Environments  
 Section 1 Before-class Activities: Getting Things Ready  
 Section 2 In-class Activities: Things to Do  
 Section 3 After-Class Activity : Listen for Fun  
 Unit 2 Handling Personal Information  
 Section 1 Before-class Activities: Getting Things Ready  
 Section 2 In-class Activities: Things to Do  
 Section 3 After-Class Activity : Listen for Fun  
 Unit 3 Planning Your Career  
 Section 1 Before-class Activities: Getting Things Ready  
 Section 2 In-class Activities: Things to Do  
 Section 3 After-Class Activity : Listen for Fun  
 Unit 4 Hunting for a Job  
 Section 1 Before-class Activities: Getting Things Ready  
 Section 2 In-class Activities: Things to Do  
 Section 3 After-Class Activity : Listen for Fun  
 Unit 5 Making Invitations  
 Section 1 Before-class Activities: Getting Things Ready  
 Section 2 In-class Activities: Things to Do  
 Section 3 After-Class Activity : Listen for Fun  
 Unit 6 Receiving Visitors  
 Section 1 Before-class Activities: Getting Things Ready  
 Section 2 In-class Activities: Things to Do  
 Section 3 After-Class Activity : Listen for Fun  
 Unit 7 Managing Office Work  
 Section 1 Before-class Activities: Getting Things Ready  
 Section 2 In-class Activities: Things to Do  
 Section 3 After-Class Activity : Listen for Fun  
 Unit 8 Organizing Meetings  
 Section 1 Before-class Activities: Getting Things Ready  
 Section 2 In-class Activities: Things to Do  
 Section 3 After-Class Activity : Listen for Fun  
 Unit 9 Making Business Trips  
 Section 1 Before-class Activities: Getting Things Ready  
 Section 2 In-class Activities: Things to Do  
 Section 3 After-Class Activity : Listen for Fun.....  
 Advanced Career English Teachers manual 1  
 Extended Book

章节摘录

4) Language study: Again it is inadvisable that the teacher spend too much time elaborating the usage of vocabulary and sentence patterns, though appropriate explanations and drills are absolutely necessary. The words, phrases and sentence patterns that are practised in the tasks that follow the reading passage are the key ones to which due attention should be paid. Tips for the teaching of language points: 1. One CH for the teaching of language points of the reading passage would be more than enough. 2. Focus on use rather than usage, effectiveness rather than efficiency, fluency rather than accuracy 3. EPE in teaching a language point: A. Explanation: Any explanation should be made right to the point. Never say anything that is more than necessary. B. Practice: Teaching without practice is no teaching at all and explanation without using is labour lost. So never teach a language point without giving the students time and opportunities to use it by repeating, translating, questioning and answering, making up sentences, etc.

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:<http://www.tushu007.com>