职场实用英语交际教程(初级)使用介绍

广东省外语艺术职业学院 袁 洪

2021年 7月31日 福 州

引言

半亩方塘一鉴开，天光云影共徘徊。

问渠哪得清如许，为有源头活水来！（朱熹）

To teach is to touch a life forever.

素养

教材

方法

知识

能力

教什么？

教师的主要作用，关键在于引导

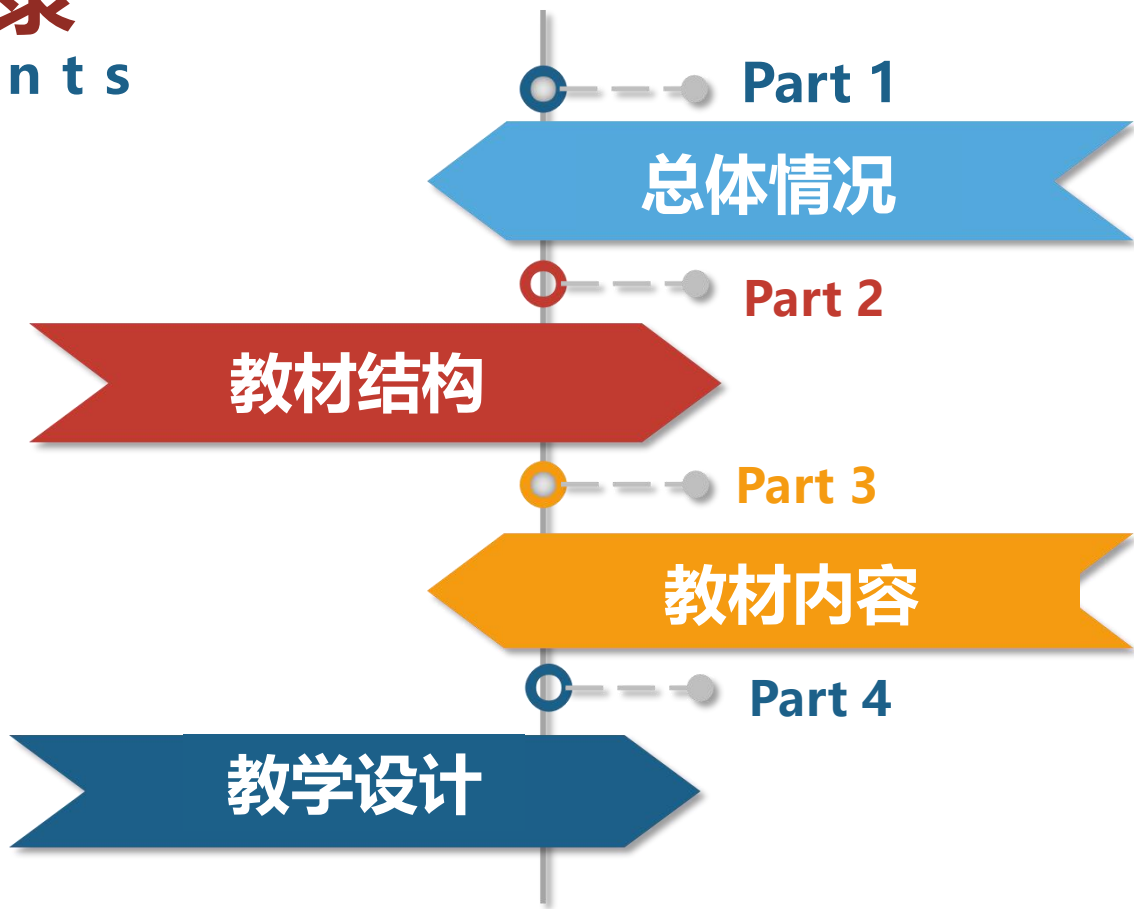材料

技能

初级
Basic

初级

职场实用英语
交际教程

总主编 曾用强 主 编 袁 洪 钟 蔚

教材
是什么

设计

知识

如何处理教材？

......

C 目录
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职场实用英语交际教程（初级）

1 **总体情况**

➢编写背景 ➢编写理念

➢教材特色 ➢适用对象

1
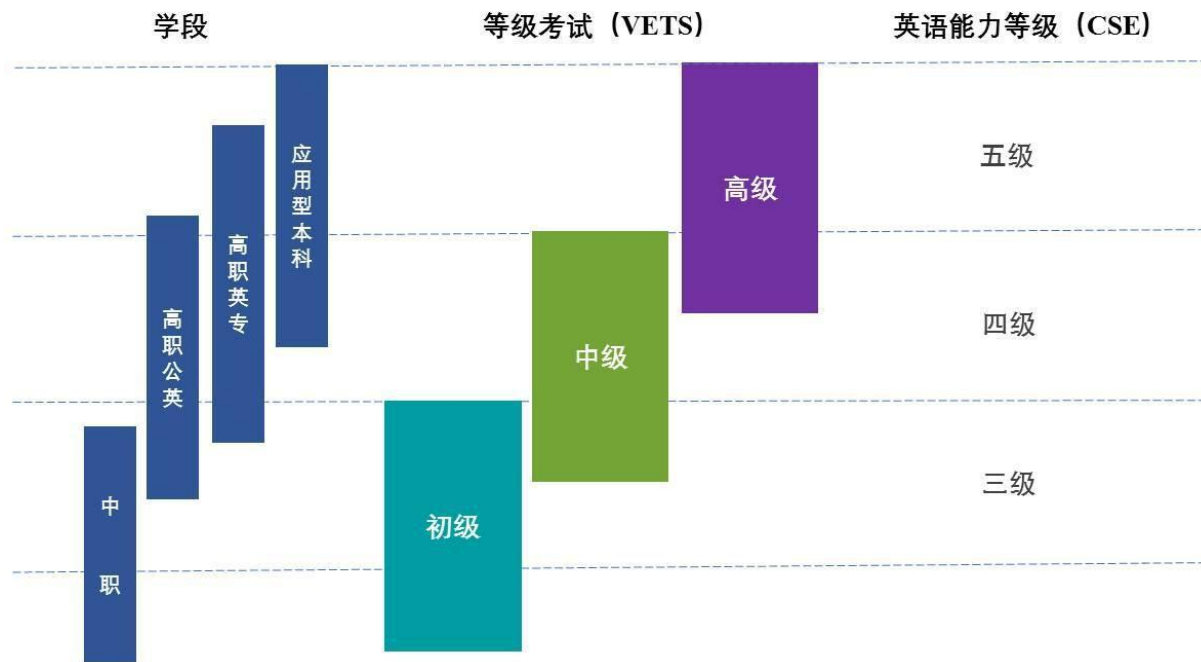
《**国家职业教育改革实施方案**》、《**加快推进教育现代化实施方案2018—2022**》、《**中国教育现代化2035**》等系列文件，提出要"牢固树立新发展理念"，"对接科技发展趋势和市场需求"，"着力培养高素质劳动者和技术技能人才"。

2

教育部《**关于学习宣传贯彻习近平总书记重要指示和全国职业教育大会精神的通知**》"探索'岗课赛证'相互融合，把住1+X证书制度质量关。

3

教育部等四部门印发《关于在院校实施"学历证书+若干职业技能等级证书"制度试点方案》的通知

1.1
政策
背景

3

全国职业教育大会精神

面向市场 →	就业教育	导向
面向能力 →	实践教育	技能
面向社会 →	跨界教育	素养
面向人人 →	终身教育	潜力

改编自陈子季（2021）

1

1.2 理论基础

对应《实用英语交际职业技能等级标准》

2

"产出导向"理念、"体验式"教学

① **《实用英语交际职业技能等级标准》**

设计理念：能力构念
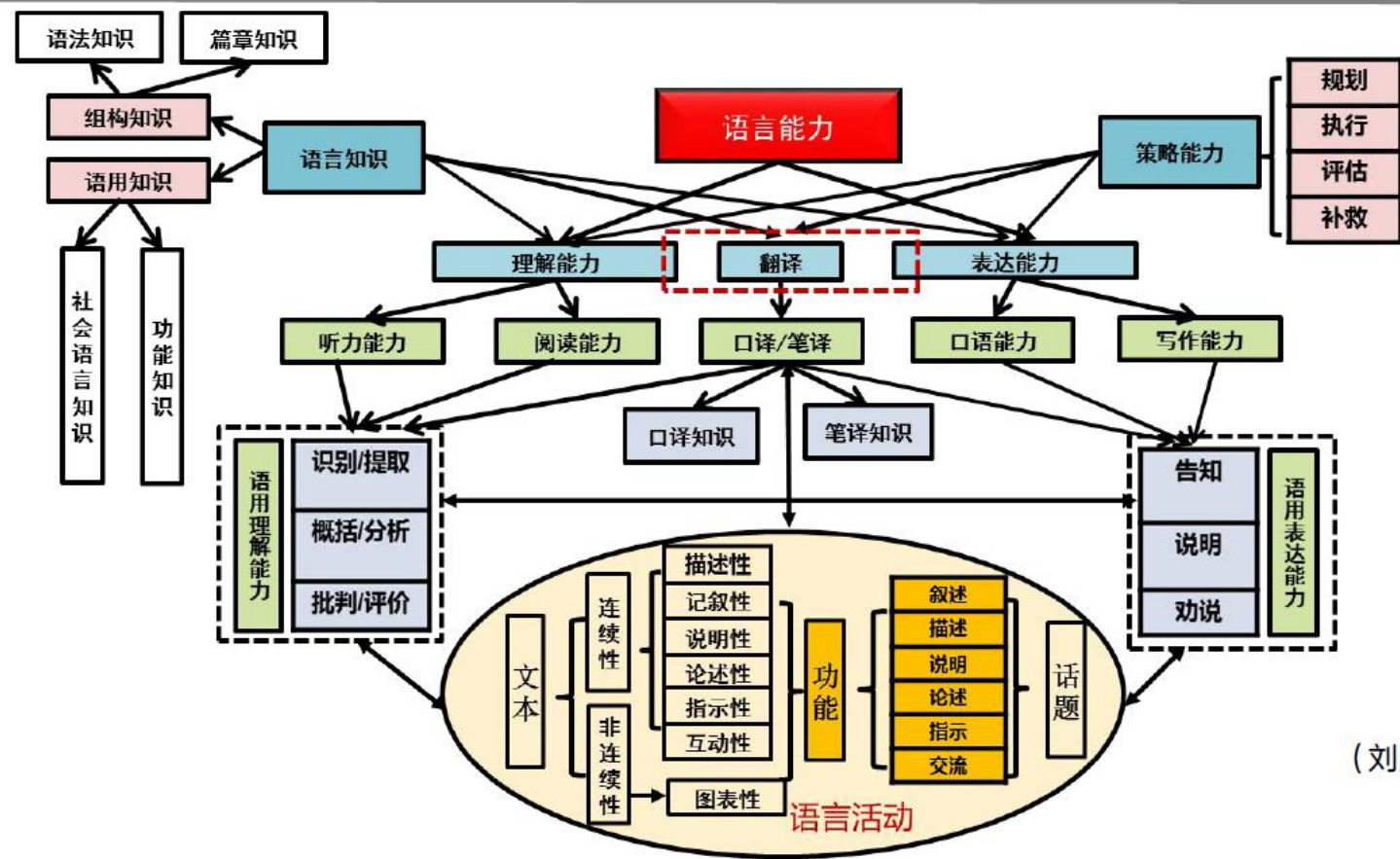
（刘建达,韩宝成. 2018）

实用英语交际职业技能模型
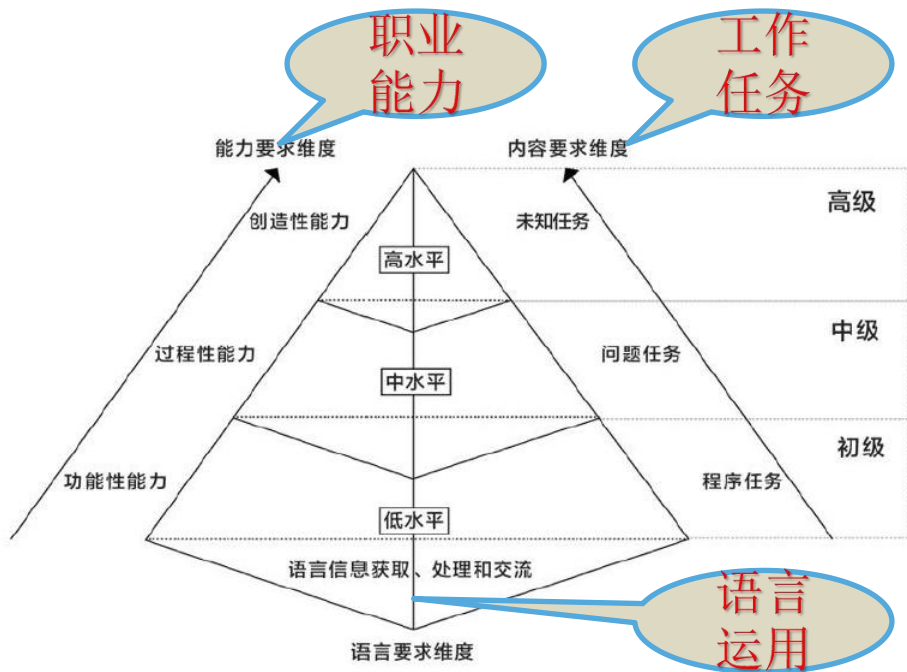
职业能力

工作任务

语言运用

实用英语交际职业技能模型
（曾用强，2021）

- "能力要求维度" 反映个体逐级递增的职业能力水平。
- "内容要求维度" 反映个体在不同级别水平可处理的典型工作任务。
- "语言要求维度" 反映个体在使用英语完成各级任务时所需要的综合语言运用能力。

程序性任务
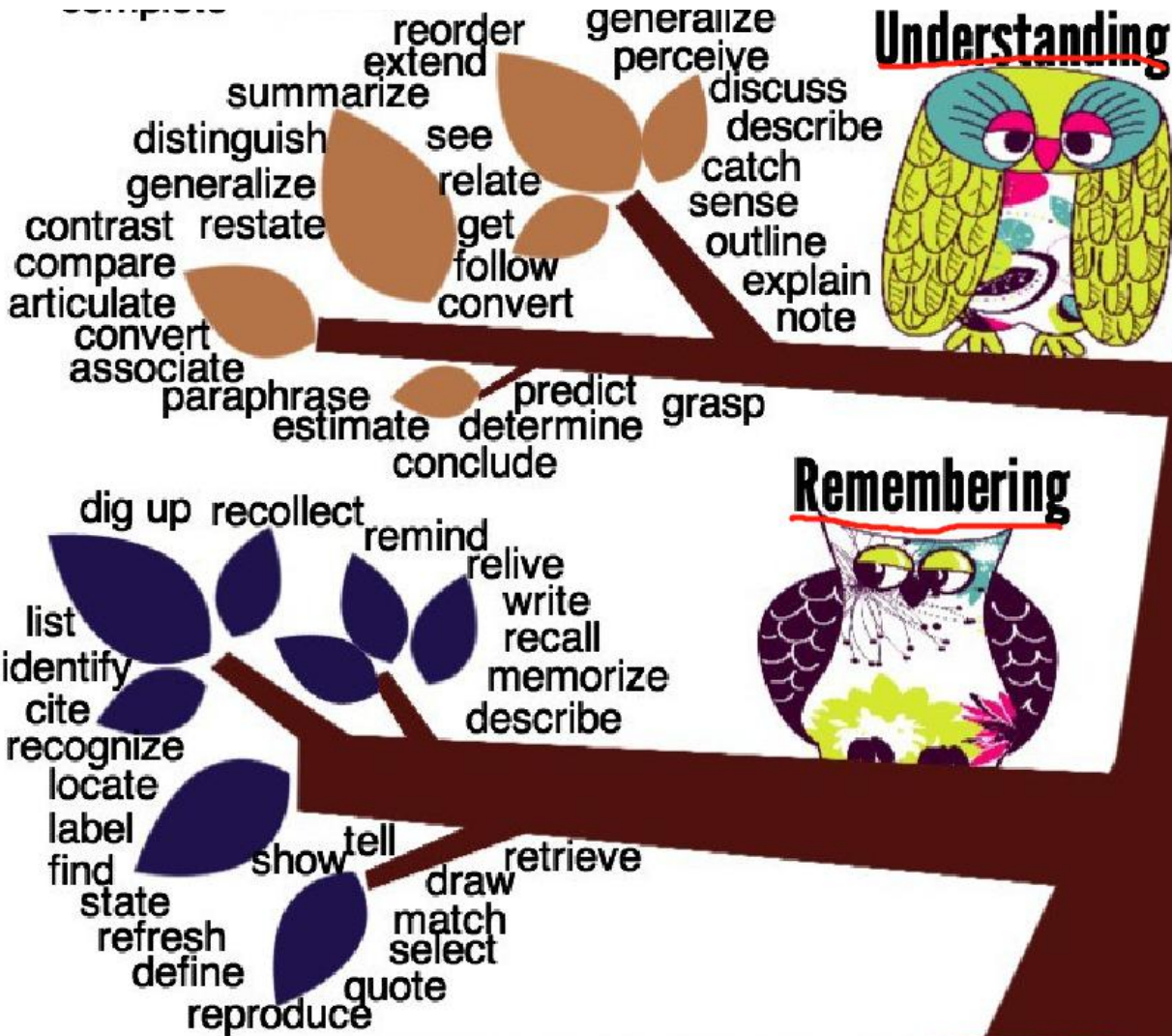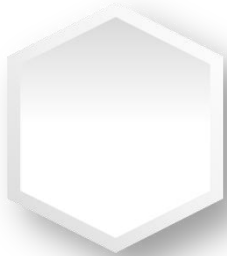
英语语言水平 ≠ 英语职业技能

2 举例说明

驱动：
好的橙子
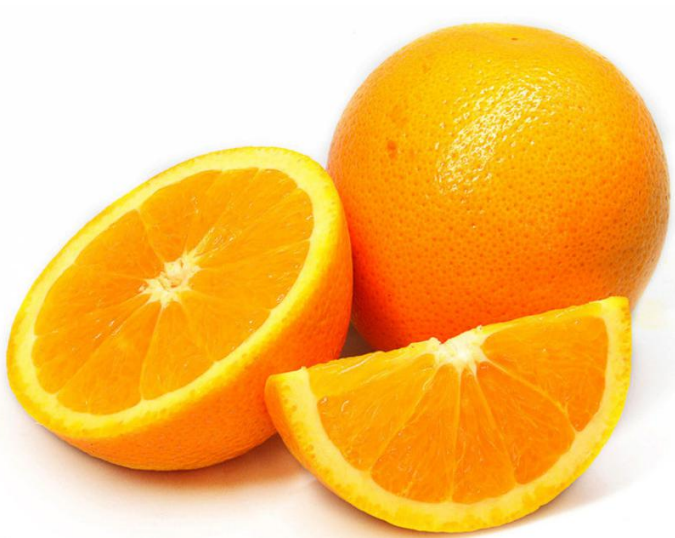
2

阳光、肥料、雨水

持续阳光、肥料、雨水

减少水肥，期待出品

输出驱动：
角色设置
产出任务

输入促成：
学习材料
语用策略

以评为学：
考证评价

1.3 实践需求

① 国家专业教学标准：

高等职业教育专科英语课程标准

② 就业导向

活动策划
活动组织
客户管理
参访接待
拜访安排

反馈处理
市场调查
产品说明
技术服务
产品推介

2 **就业导向**

岗位职责关键词统计
（样本：1947）

关键词	小计	关键词	小计
客户	**1115**	信息	89
产品	**311**	店铺	74
国外	231	平台	73
邮件	**210**	运营	73
联络	**191**	跟进	62
订单	**181**	记录	58
开拓市场	**181**	推介	51
销售	180	回复	48
学生	121	分析	45
管理	117	制作	45
询盘	105	报价	34
款式	102	发货	26
计划	89	下单	20

毕业综合实践作品

————货代操作岗位介绍

01 聚焦职业能力，"对标"培养新时代技能人才

契合证书理念，实现课证融通一体化设计 02

03 以产出为导向，以任务作驱动，实现学以致用

以职场角色为起点，体验真实交际情景 04

1 中等职业学校

2 高等职业学校

3 社会人员

2

教材结构

➢能力要求　➢教材结构

形式

工作领域——能力需求——学习内容

工作情境——工作任务——能力培养

驱动——促成——评价

VETS（初级）能力要求

英语语言能力

英语交际职业技能

| 听力 | 阅读 | 写作 | 口语 |

| 事务安排 | 产品操作与研发 | 客户服务 | 业务推广 | 商品交易 |

日常、简单的典型工作任务所需英语语言能力和职业技能

单元结构依据产出导向理念设计

以评促学
Assessing

输入促成
Enabling

输出驱动
Motivating

- **Fulfil the task**
- **To extend**

- **Prepare for the task**
- **Develop the strategies**

- **Learning objectives**
- **Scenario**
- **Set the task**
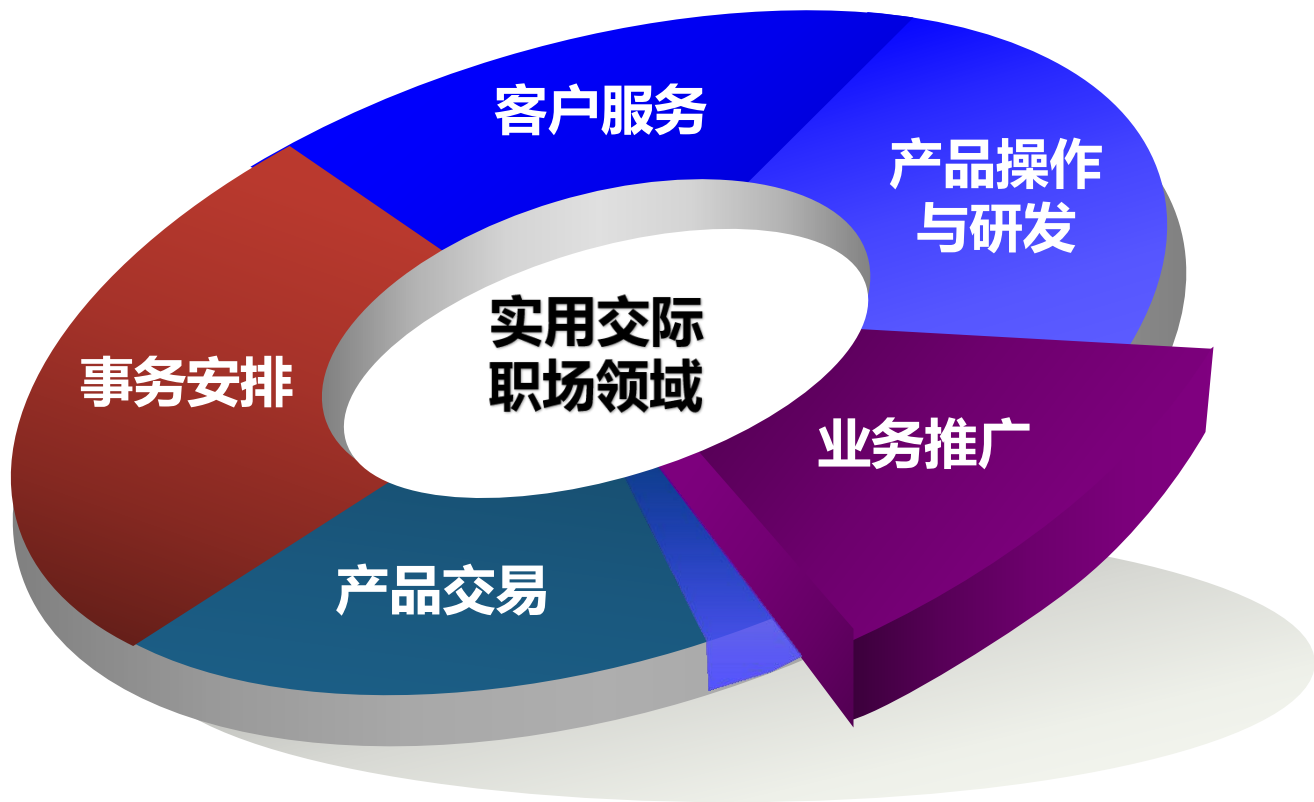
3 教材内容

➢ 教材内容   ➢配套资源

	Unit	Task
事务 安排	Unit 1	Announce a team building event
	Unit 2	Write a hotel reservation email
产品操作 与研发	Unit 3	Write a quick operation guide
	Unit 4	Reply to technical enquiries
客户 服务	Unit 5	Make a business trip itinerary
	Unit 6	Receive a business client
业务 推广	Unit 7	Write a market research report
	Unit 8	Introduce a new product
商品 交易	Unit 9	Reply to customer queries
	Unit 10	Write an order confirmation email

Unit	Scenario	Set the task	Prepare for the task
Unit 1 Announce a team building event	David Johnson, a secretary in Bolton Ltd., is asked to announce a team building event to the company's new staff.	A conversation about the plan for the team building event	**Listening** A conversation about the details of the team building event **Reading** Schedule of the team building event

Develop the strategies		Fulfil the task	To extend
Structure of an oral announcement Useful expressions of an oral announcement		Make an oral announcement of the team building event	Two fun team building activities

Unit **5**

Make a business trip itinerary

Learning objectives

After learning this unit, you will be able to:
- note down specific information about a business trip, including dates, places and events
- list two to three key points you need to consider in making a business trip itinerary
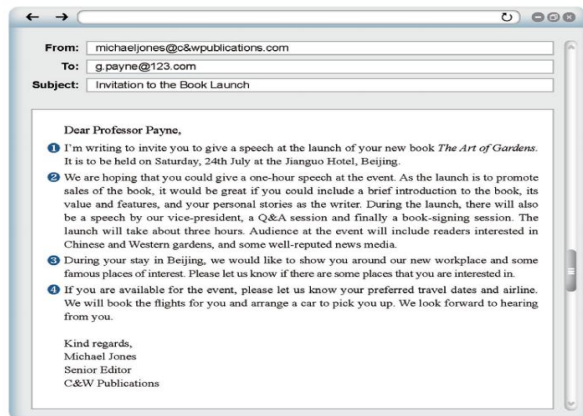- make a business trip itinerary

Learning objectives

学习目标

　　明确完成单元学习后须达成的英语技能、职场素养和职场交际目标。

Scenario

情境创设

　　紧扣单元主题，创设真实职场情境，明确任务背景，激发学生兴趣。

Set the task

任务设置

　　基于职场情境，提供任务细节，导入任务内容，进一步明确产出任务。

Prepare for the task

I. Reading A

The following is the invitation email from Michael to Professor Payne. Read it and get useful information.

From: michaeljones@c&wpublications.com
To: g.payne@123.com
Subject: Invitation to the Book Launch

Dear Professor Payne,

❶ I'm writing to invite you to give a speech at the launch of your new book *The Art of Gardens*. It is to be held on Saturday, 24th July at the Jianguo Hotel, Beijing.

❷ We are hoping that you could give a one-hour speech at the event. As the launch is to promote sales of the book, it would be great if you could include a brief introduction to the book, its value and features, and your personal stories as the writer. During the launch, there will also be a speech by our vice-president, a Q&A session and finally a book-signing session. The launch will take about three hours. Audience at the event will include readers interested in Chinese and Western gardens, and some well-reputed news media.

❸ During your stay in Beijing, we would like to show you around our new workplace and some famous places of interest. Please let us know if there are some places that you are interested in.

❹ If you are available for the event, please let us know your preferred travel dates and airline. We will book the flights for you and arrange a car to pick you up. We look forward to hearing from you.

Kind regards,
Michael Jones
Senior Editor
C&W Publications

Vocabulary

promote /prə'məʊt/ *v.* 促进；推动
session /'seʃən/ *n.* (从事某一活动的）一段时间
well-reputed /wel-'rɪpjuːtɪd/ 获得好评的；声誉好的

available /ə'veɪləbl/ *adj.* 有空的
arrange /ə'reɪndʒ/ *v.* 安排
pick up 接载

64   Unit 5

Prepare for the task

信息输入

　　提供不同形式的信息输入，包括 Reading 和 Listening 两部分，内容和单元产出任务密切相关，同时设计开展系列活动，帮助学生从中提取关键信息，完成最终的产出任务。

- **Reading**

　　以文本形式提供信息输入，根据不同的产出任务提供不同类型的文本信息，包括邮件、人物介绍、说明书、海报等。

III. Listening A

To make the itinerary for Professor Payne, Li Yue has done some research, but still has something to ask Michael. Listen to the first part of their conversation for details.

Intercultural tip

伦敦时间和北京时间

英国实行夏令时和冬令时。夏令时从每年3月的最后一个星期日开始，到10月的最后一个星期日结束，此后改为冬令时。夏令时期间，伦敦时间与北京时间相差7小时；冬令时期间，伦敦时间与北京时间相差8小时。

二维码
音频资源

Vocabulary

departure /dɪˈpɑːtʃə/ n. 离开；起程

Understand the text

1 Listen to the conversation and choose the best answer to the following question.
Which of the following will Michael check with Professor Payne soon?
A. The airline Professor Payne prefers.
B. The flight Professor Payne will take.
C. The details of Professor Payne's speech.
D. The food Professor Payne will try first after he arrives.

2 Listen again and fill in the blanks.
(1) British Airways has _____ direct flight(s) from London to Beijing.
(2) Flight BA89 leaves London at _____ and arrives in Beijing at _____.
(3) Li Yue may take Professor Payne out to a roast duck restaurant on the evening of _____.

3 Work in pairs and discuss the following question.
Do you think it is a good idea to take Professor Payne out to a roast duck restaurant instead of a Western restaurant? Why/Why not?

- **Listening**

以音频形式提供信息输入，根据不同的产出任务提供不同类型的音频素材，包括上下级沟通、用户采访、电话咨询等。学生扫描二维码，即可获取音频。

Develop the strategies

After getting the specific information about Professor Payne's visit to Beijing, Li Yue starts to make the itinerary for him. To make it, Li Yue has searched some samples on the Internet.

1 Work in pairs and discuss the following questions.

(1) What is the purpose of making an itinerary?

(2) What information should be included in an itinerary?

2 Read the two samples below and do the following activities.

Sample 1

Itinerary of a Business Trip to Xi'an, China

Date	Time	Events	Details
27th March Sunday	23:30	Arrival at Xi'an Xianyang International Airport; Hotel check-in	TR2968 18:05 (Singapore)—23:30 (Xi'an) Pick-up by Tian Zhu
28th March Monday	14:00—16:00	Meeting with Mr Tang, vice-president	No. 2 Meeting Room
	18:00—20:00	Dinner with business partners	East Dining Hall
29th March Tuesday	9:00—11:00	Visit to Shaanxi History Museum	Transfer by car
	14:30—16:00	Visit to the City Wall	
30th March Wednesday	5:00	Hotel check-out; Departure to Singapore Changi Airport	TR2969 7:45 (Xi'an) —13:40 (Singapore) Drop-off by Tian Zhu

Notes

❶ Accommodation
Kaiyue Hotel
Address: 988 East Road, Yanta District, Xi'an, Shaanxi
Phone: 029-68XXXX34

❷ Contact with A&M Company
Tian Zhu
Mobile: +86 150XXXX2688
Email: zt@cae.cn.com

Vocabulary

Shaanxi History Museum 陕西历史博物馆
City Wall 城墙

accommodation /əˌkɒməˈdeɪʃn/ n. 住宿

Develop the strategies
发展策略

　　从语篇结构、语用能力、职场素养等方面搭建"脚手架"，为学生完成任务提供策略，提升学生产出最终成果的能力。

教材内容

教材内容 ＞配套资源

Fulfil the task

In "Prepare for the task", Li Yue has got detailed information about Professor Payne's visit and made clear of his needs. In "Develop the strategies", she has learnt the structure of an itinerary and proper expressions to convey concise and specific information.

Imagine you are Li Yue. You are going to make the itinerary for Professor Payne and send it to Michael. The following steps may help you with the task.

Step 1 Identify important information

Review detailed information about the business trip in "Prepare for the task". Find out what information should be included in your itinerary.

Step 2 Choose a structure

After identifying the important information, you can plan the structure of your itinerary. You may refer to "Develop the strategies" and choose a structure.

Step 3 Classify the information

After choosing the structure, you can classify the detailed information you have got from Step 1 into different items in the structure properly, such as date, time, specific activities, and location.

Step 4 Make your own itinerary

Now you can organise all the information together and make your itinerary. Make sure you cover all the necessary information and use the proper expressions.

Professor Payne's Business Trip Itinerary

Step 5 Revise and reflect

Now, you've finished making the itinerary. Before sending it to Michael, you may revise and reflect on your version based on the following questions.

(1) Does your itinerary include all the important information?

(2) Have you used proper expressions?

(3) Is the itinerary concise and logical?

Set the task
任务设置

基于职场情境，提供任务细节，导入任务内容，进一步明确产出任务。

Fulfil the task
任务达成

呼应任务设置部分，通过多个步骤的设计，引导学生最终完成产出任务，完成后可以开展自评、师评、互评等活动。

To extend

When making the itinerary, Li Yue has known that Professor Payne wants to visit the Forbidden City again. To better accompany him during his visit, Li Yue searched for more information about the Forbidden City. Read the following text and learn some fun facts about it.

Interesting facts about the Forbidden City

Animal figures along the roof ridges

A row of animal figures is placed on the four ridges of the Forbidden City's palaces. In Chinese culture, it is believed that these figures can help to drive monsters away. The animal figures are usually in odd numbers, going up to nine. The bigger the number, the higher the ranking of the palace. However, there are ten animal figures on each of the roof ridges of the Hall of Supreme Harmony, the highest-ranking palace at the Forbidden City. The tenth figure is named Hang Shi. It looks like a standing monkey with wings on its back, holding a sword.

How？

To extend

文化拓展

以文本形式作为输入材料，内容丰富，图文并茂，扩充语言知识，拓展国际视野，对中华优秀传统文化、信息技术发展趋势等内容进行拓展，融入课程思政元素，立德树人，培养学生的家国情怀。

01 教学音频：提供不同职场情境中的对话、访谈等音频内容，并以二维码的形式呈现在教材对应板块。

02 教师用书：基于学生用书，电子版教师用书提供活动参考答案、听力文本等内容。

III. Listening A

To make the itinerary for Professor Payne, Li Yue has done some research, but still has something to ask Michael. Listen to the first part of their conversation for details.

Intercultural tip

英国实行夏令时和冬令时。夏令时从每年 3 月的最后一个星期日开始，到 10 月的最后一个星期日结束，此后开始冬令时。夏令时期间，伦敦时间与北京时间相差 7 小时；冬令时期间，伦敦时间与北京时间相差 8 小时。

Vocabulary

departure /dɪˈpɑːtʃə/ n. 离开；起程

4

教学设计

➤ 教材挖掘　➤ 教学方法　➤ 教学设计

- 课程设计和单元设计有啥区别？
- 课程设计包括哪些内容？
- 单元设计包括哪些内容？

课程与单元设计

课程维度

- 课程定位
- 学情分析
- 设计思路
- 教学目标
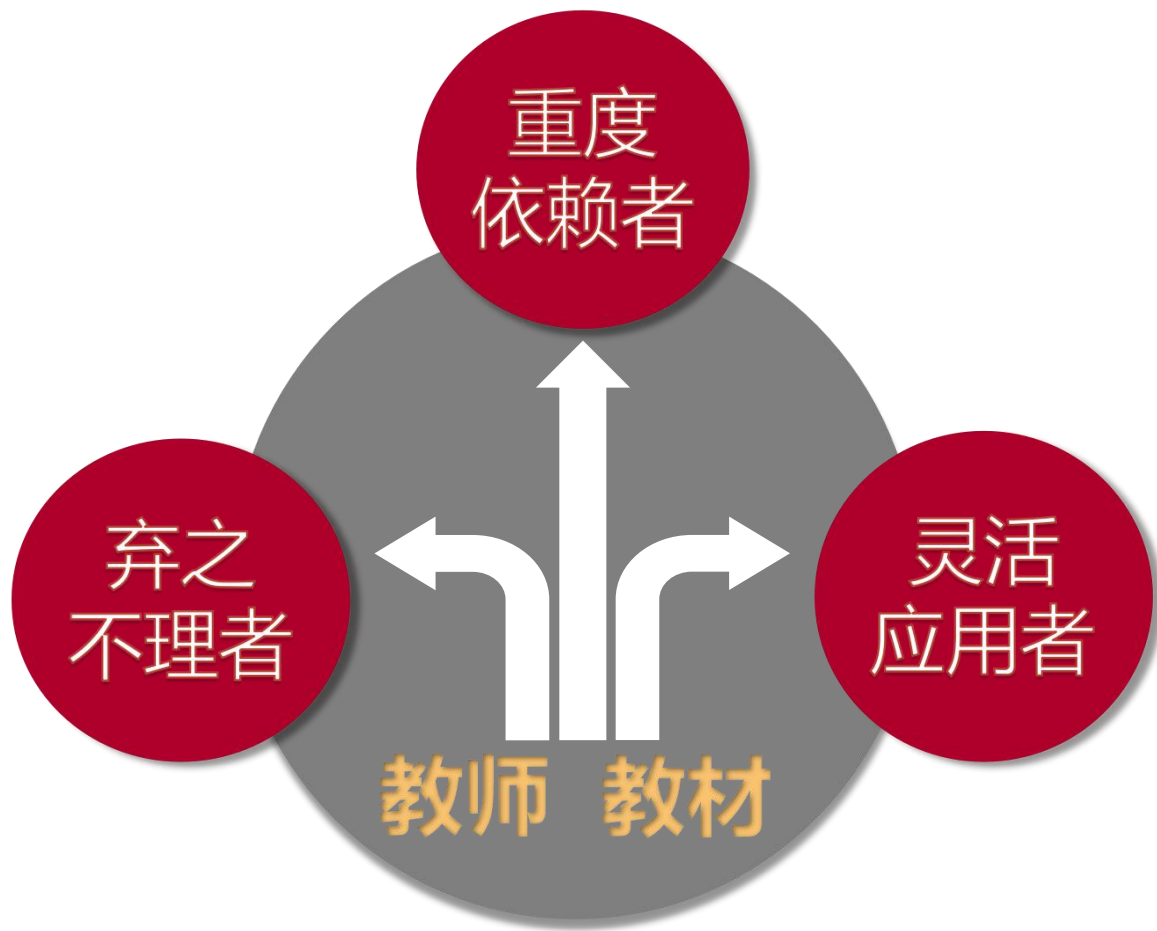- 教学内容
- 教学方法和手段
- 教学条件
- 考核评价
- 改革思路

单元维度

- 对象分析
- 教材分析
- 教学目标
- 重点难点
- 教学内容
- 教学方法和手段
- 学习方法
- 教学环节
- 评价考核
- 课后反思

设计

7.1 活动环节总览

	课前	课中						课后	
教师	微课推送 预设问题	情境 创设	导出 概念	极限 演示	指导 编程	视频 导入	展示 作品	布置 作业	收集批 改作业	推送(秀作业
学生	自主学习 思考问题	分组 讨论	巩固 概念	深化 理解	实践 演练	讨论 探究	提高 升华		完成发 布作业	完成 票互
		15min	15min	20min		25min		5min		

灵活应用者

方法：教学有法

方法陷阱举隅：

教学策略 与方法	以任务为驱动，利用微课、视频等实现课堂翻转和线上线下混合式教学，倡导学生自主学习、协作学习和个性花学习，促进学生智慧成长。在教学设计中采用如支架式、抛锚式、自我反馈式、基于网络的探索学习式、示范-模仿式等策略合理组织课堂教学活动，同时运用任务驱动教学法、体验式教学法、协作式教学法、自主学习法和案例教学法等多种教学方法增强学生学习积极性，提升教学效果和效率。

没有方法的后方法时代

　　方法是在一定理论理念基础上，通过长期教学体验和知识积累总结提炼出的可操作、有效果的办法。

　　因为只有是自己的，才是独特的，才得心应手，才值得拥有！！

方法建基于准确掌握、理解基本概念，
落脚点是课程设计与教学设计

1	单元一：树立科学的心理健康观	项目1：心理健康自评	2
2	单元二建立正确的心理咨询观念	项目2：心理咨询观摩	2
3	单元三：构建正确的自我意识	项目3：写出谁是我的重要他人，进行自我评价	2
4	单元四：培养健全的人格	项目4：人格测试	2
5	单元五：学会科学有效地学习	项目5：学习方法训练	4
6	单元六：保持稳定良好的情绪	项目6：我的情绪我作主	4
7	单元七：建立优良的人际关系	项目7：人际沟通和交往技巧训练	4
8	单元八：走好人生恋爱之路	项目8：掌握恋爱和性心理知识	4

序号	教学单元名称	能力训练项目	学时
1	办公室日常事务	项目1 英语面试 项目2 预定酒店机票活动场地 项目3 仓库货品信息核查 项目4 制定会议日程 项目5 个人绩效述职	10
2	职场社交	项目1 服务投诉 项目2 请求帮助 项目3 提供帮助 项目4 会议争论 项目5 电话接待 项目6 与难相处的同事打交道 项目7 会议/会展/发布会社交	12

项目	任务	学习目标	内容	活动	产出
项目 4：职场之男女有别			其烦恼而获得安全感。男生通过共同奋斗获得安全感。	2. 阅读与探索：故事中男孩和女孩解除烦恼获得安全感的方式分别是什么？	
	任务 1-4-2：男女有别不只是生而有之（Unit7-2）	能够通过阅读了解到男女有别，不仅是生而有之，还有后天培养的因素。能够理解在职业选择方面发挥各自的优势。	男女有别有先天因素，也有后天培养因素。女性也能够获得成功。	1. 个人体验：生活中的男女有别现象 2. 阅读与探索：男女有何不同？ 3. 讨论：了解到男女有别，对你的个人发展、职业发展有什么启示？	对话
项目 5：健康的身体	任务 1-5-1：保持健康的身体的生活方式（Unit7-1）	能够通过阅读了解一些有关保持身体健康的生活方式的误解。	有益健康的生活方式	1. 阅读与探索：对于保持身体健康的生活方式有哪些误解？ 2. 讨论：正确的有益健康的生活方式？	列举：有益健康的生活方式 对话
	任务 1-5-2：健康饮食（Unit3-2）	能够通过阅读获取文中有关健康饮食的信息。	健康饮食习惯：天然食品、少糖、含纤维食物等	1. 阅读与探索：健康饮食习惯包括哪些？ 2. 讨论：你在生活当中有哪些饮食习惯，可以怎样调整吗？	列举：健康饮食习惯 对话：你的饮食习惯如何？

	任务1-7-1：贺卡	能看懂别人的贺卡祝词； 能用恰当的语言写贺卡表达问候。	日常问候用语、节假日问候用语
项目7：实用应用文	任务1-7-2：电子邮件	能看懂电子邮件及获取主要信息； 能使用电子邮件形式发出信函。	电子邮件格式、常用词语和句型
	任务1-7-3：公告	能看懂公告的内容并获取主要信息； 能准确发布公告。	公告基本格式、常用词语和句型
	任务1-7-4：通知及海报	能看懂通知及海报的内容并获取主要信息； 能准确发布通知及	通知和海报的基本格式、常用词语和

CONCEPTS

TASKS

ACTIVITIES

EXERCISES

PROJECTS

GAMES

1. General Introduction

2. Task 1 Product Selection

3. Task2 Product's Culture Learning

4. Task3 Product Description
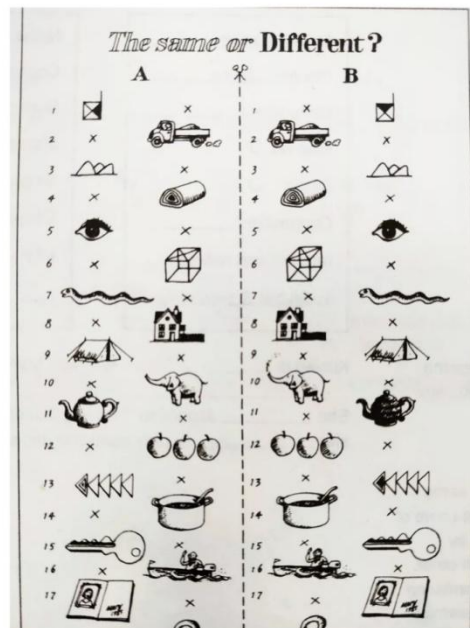
5. Task4 Product's Catalog

6. Task5 Product's Quality

概念的准确理解

1. The same or different?

Work with a partner. Take it in turn to describe your pictures. Does your partner have the same picture as you or a different one? Ask your partner questions about his/her picture if you are not sure.

The same or Different?

A   B

2. Asking for help

Work in pairs. One st other looks at card B. F

Card A
You are a student. You want your friend to help you with some home-work.

A Check if B is busy.
B _____
A Ask him/her to help you.
B _____
A Try to persuade him/her.
B _____
A Thank him/her.

3. Going Shopping

Look at Mary's shopping list. Then look at the list of items in Abdullah's store.

Work with a partner. One person be Mary and the other person be Abdullah. Make conversations like this:

Mary: Good morning. Do you have any flour?
Abdullah: Yes, I do.

          or

Mary: Good morning. Do you have any jam?
Abdullah: No, I'm sorry. I don't have any.

Mary's shopping list
1 oranges   3 flour   5 biscuits
2 eggs   4 powdered milk   6 jam

Abdullah's store
1 bread   5 Coca Cola   9 curry powder
2 salt   6 flour   10 biscuits
3 apples   7 mealie meal flour 11 powdered milk

An exercise is a teaching procedure that involves controlled, guided or open ended practice of some aspect of language. A drill, a cloze activity, a reading comprehension passage can all be regarded as exercises.

The term activity is more general and refers to any kind of purposeful classroom procedure that involves learners doing something that relates to the goals of the course. For example **singing a song, playing a game, taking part in a debate, having a group discussion**, are all different kinds of teaching activities.

A task is normally defined as follows:

It is something that learners do, or carry out, using their existing language resources or those that have been provided in pre-task work.
It has an **outcome** which is not simply linked to learning language, though language acquisition may occur as the learner carries out the task.
It is relevant to learners' needs.
It involves a focus on meaning.
In the case of tasks involving two or more learners, it calls upon the learners' use of communication strategies and interactional skills.
It provides opportunities for reflection on language use.
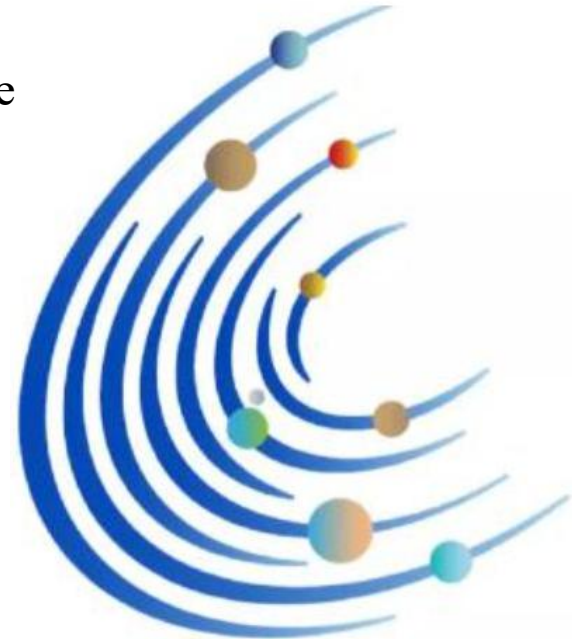
PROJECT

Goal
Authentic
Long-term
Complex
Collective

1 教学内容分析

Unit 1
Announce a
team building
event

4学时

"发布团建活动"这一单元属于五大领域——
"事务安排"的一个典型任务。

2 教学目标分析

Learning objectives

After learning this unit, you will be able to:
- note down specific information about a team building event, including the time, place, participants etc.;
- list two to three key points you need to consider when announcing an event;
- announce a team building event orally.

Learning objectives After learning this unit, you will be able to:

- note down specific information about a team building event, including the time, place, participants etc.

- list two to three key points you need to consider when announcing an event

- announce a team building event orally

根据**技能模型**：
　　本单元通过语言运用获取活动信息，完成口头发布通知任务，获得安排事务的职业能力

3 学情分析

- **中职英语专业：CSE三级水平，有基本词汇基础，交际技能较为欠缺**

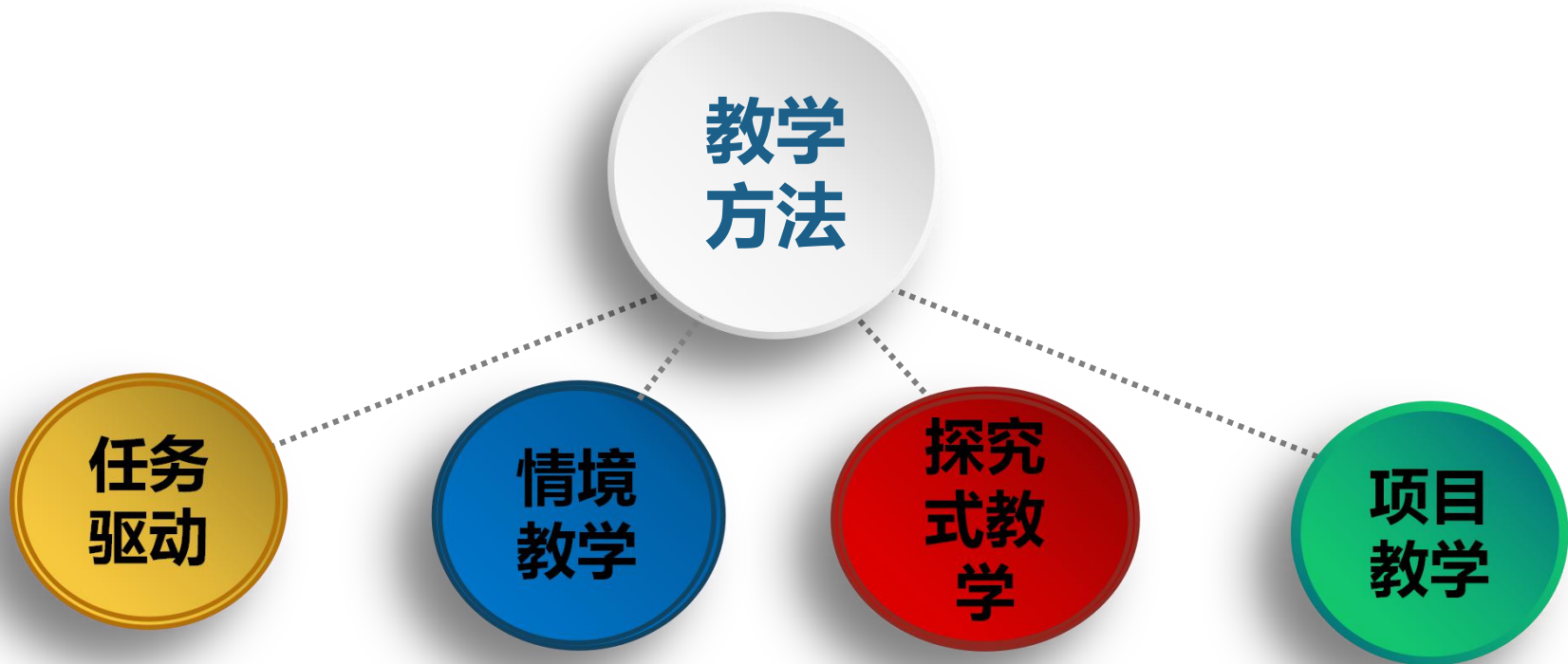- **非英语专业高职或社会人士：词汇量不足，交际技能根据专业参差不齐**

4 教学重难点分析

重点：
- **掌握发布团建活动的相关词汇、句型**

- **抓住活动的有效信息进行语句组合**

难点：
- **得体、准确、规范的运用英语发布通知**

5 教学手段方法 （可用）

教学方法

任务驱动

情境教学

探究式教学

项目教学

6 教学过程

1. 设置情景
明确任务

驱动
Motivating

2. 搭建脚手架
促进语言表达、语篇结
构和语用策略吸收

促成
Enabling

3. 完成与评价产
出任务

评价
Assessing

4. 课后提升

6 教学过程

6.1 教师设置情景、明确学生要产出的任务——在会议上口头发布团建通知

Scenario

Bolton Ltd. is an international technology company. To strengthen communication and cooperation among the staff, Wang Yuening, the company's HR Manager, has planned a team building event, and asked David Johnson, the secretary, to announce it at the weekly meeting.

角色代入   产出任务

6 教学过程
6.2 搭建脚手架——通过听力练习，促成学生对公司团建活动的词汇掌握

Understand the text

1 Listen to the conversation and write down what Yuening and David are talking about.

_____

_____

_____

2 Listen again and fill in the table about the first part of the team building event.

Time	Agency	Place	Transportation
Meet at (1) _____ and return at (2) _____	(3) _____	(4) _____	By (5) _____

Language in focus

1 Complete the sentences with the correct form of the words in the box

performance	participate	relaxing	agency

(1) I think painting is a very _____ activity.

(2) The _____ at the opening ceremony were wonderful.

(3) We encourage students to _____ fully in the running of the college.

(4) You can ask a travel _____ to get a tourist visa for you.

6 教学过程

6.2 搭建脚手架——通过阅读练习，促成学生对活动信息的提取技能

📖 III. Reading

The following is ABC Company's schedule of the team building event. Read it and get useful information.

Schedule of team building event for Bolton Ltd.

Time	Activity	Detail	Aim
9:30 am	Just one lie	• Each person lists three statements about themselves on a piece of paper—two true&one false. • One person shares their three statements. • The others guess which is the false one by asking questions. • The activity is repeated around the room.	To help team members get to know each other
10:30 am	Blind and dumb	• Team members are split into two groups: one is blind, the other dumb. • A person from the blind group works with a person from the dumb group to complete a one-kilometre's walk with obstacles along the way.	To build trust among team members
11:30 am	Lunch	• A Chinese-style buffet in the dining hall.	
1:30 pm	Four walls communication activity	• Each person shares their communication preferences and dislikes.	To promote better communication in future cooperation
2:30 pm	Treasure hunt	• Each team gets a map and five clue cards. • Team members work together to figure out	To encourage brainstorming and

Understand the text

1 **Read the text and choose the best answer to the following question.**

What information is NOT given in the text?

A. Aim of each activity.

B. Place of each activity.

C. Detail of each activity.

D. Name of each activity.

2 **Read again and match the activities with their aims.**

(1) Just one lie

(2) Blind and dumb

(3) Four walls communication activity

(4) Treasure hunt

(5) Meeting

A. To summarise and prepare for future progress

B. To improve team spirit

C. To build up better communication

D. To develop trust among the team

E. To warm up and know each other

3 **Work in pairs and discuss the following question.**

What information from the schedule will you focus on when announcing the event? Why?

6 教学过程

6.2 搭建脚手架：
讲解口头通知的结构和常用句型，
促成产出任务的完成

策略一

口头通知的结构

口头通知即以口头的形式传达通知的内容。

如上图所示，口头通知通常包括三个部分：开头、主体和结尾。开头部分主要是简单问候，引起听众的注意；正文部分需要说明事件的具体信息，包括事件目的、时间、地点、参与者、活动等。但根据事件目的和安排的不同，事件细节及其讲述顺序也会有所差异；结尾部分主要包括注意事项，比如参加时需要携带的物品、着装要求、负责人联系方式等。结尾部分一般还会说明报名方式、鼓励报名，以及表达感谢。

💬 **Useful expressions of an oral announcement**

策略一

口头通知的常用表达

为了便于听众理解，并迅速把握关键信息，口头通知用词偏口语化，句子不会太复杂。口头通知的主体部分比较灵活，但开头和结尾通常都有较为固定的用语。

1. 口头通知开头
- May I have your attention, please?
- Attention please, everyone. I have an announcement to make.
- Please allow me to make a brief announcement.

2. 口头通知结尾
- That's all. Thank you!
- That's the end of my announcement. Thanks!
- Thank you very much for your time!
- Thank you for listening to my announcement!

3. 介绍活动目的
- The aim of the event is to...

- We organise the event to...
- In order to...

4. 介绍活动基本信息
- The event will be/is going to be held on...
- We plan to hold the event on...
- There will be/is going be an event on...

5. 鼓励参加活动
- It will be a great opportunity to...
- Those who are interested in it are warmly welcome.
- I believe everyone will have a great time!

6 教学过程

6.3 分步骤指导完成产出任务——口头通知

Fulfil the task

In "Prepare for the task", David has got detailed information about the team building event. In "Develop the strategies", he has learnt the structure of an oral announcement and some useful expressions.

Imagine you are David. You are going to announce the team building event at the coming weekly meeting. The following steps may help you with the task.

Step 1 Identify important information

Review detailed information about the team building event in "Prepare for the task". Find out what information should be included in the announcement.

- -

Step 2 Organise the information

After deciding on important information, you can organise the detailed information under different items (eg, date, time, place, specific activities and their functions) in the structure properly. You may refer to "Develop the strategies" to help with the structure.

- -

Step 3 Make your own announcement

Now you are ready to make an announcement. Make sure you cover all the necessary information and use the proper expressions.

6 教学过程

6.3 师生互评产出任务

Step 4 **Revise and reflect**

Now, you've finished the announcement. You are advised to reflect on and revise it based on the following questions.

(1) Does it include all the important information?

(2) Have you emphasised the important issues?

(3) Is the announcement clear and complete?

6 教学过程

6.4 课后提升

课后环节补充与单元主题相关的素材，展示多元文化，提升学生的国际视野，培养家国情怀，树立文化自信。

To extend

To better reply to customers' queries, Zheng Wen searches online for background information about Jingdezhen Porcelain before attending the Fair. Read the following text and learn something about the Jingdezhen Porcelain.

Jingdezhen Porcelain

Jingdezhen Porcelain is the most well-known type of Chinese porcelain. It originates from Jingdezhen city, Jiangxi Province in China. Jingdezhen Porcelain is famous for its fine quality, graceful shapes and beautiful patterns. It can be used as tableware like plates and bowls, building materials like tiles, or house decorations like vases and sculptures etc.

中国立场
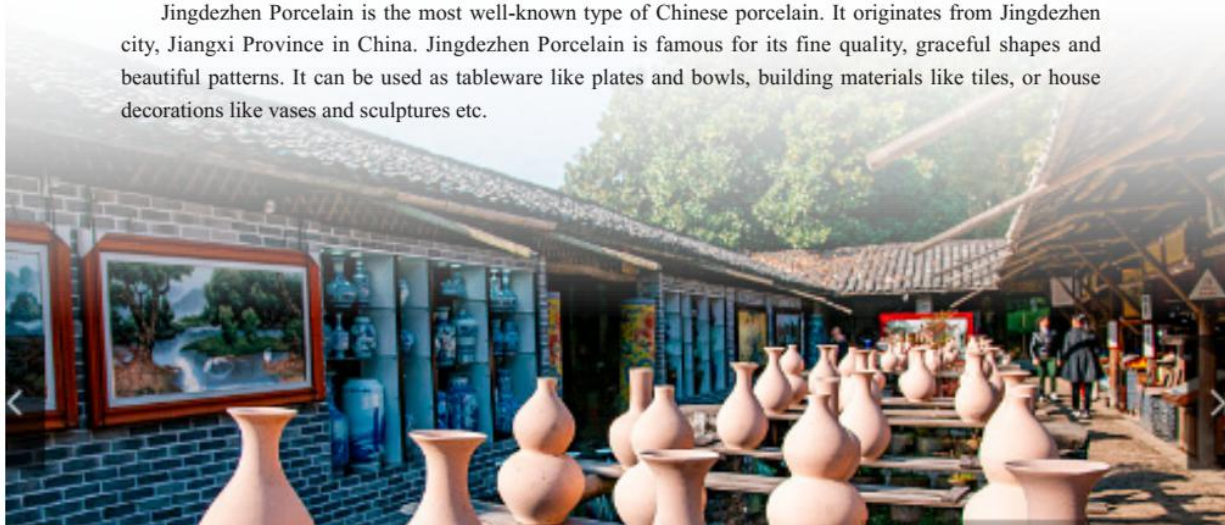
1. 习主席提出：
做四有好老师

要有**理想信念**	要有**道德情操**	要有**扎实学识**	要有**仁爱之心**
• 正确理想信念是教书育人、播种未来的指路明灯。	• 师者,人之模范也。	• 水之积也不厚,则其负大舟也无力。	• 教育是一门"仁而爱人"的事业。

自主、主动学习的愿望和动力！
教师要有高度！

读书与提炼！差距？问题

落霞与孤鹜齐飞，
秋水共长天一色（王勃）

晓看天色暮看云，
行也思君，坐也思君
（唐寅）

- 帮助农民增加收入 → · 智力扶贫乡村振兴

- 中职、高职衔接 → · 建构现代职业教育体系

- 第二课堂、
- 志愿服务 → · 课程思政建设
· 全过程育人

2. 万世之师孔子（Confucious）

知之为知之，不知为不知。

学而时习之，不亦说乎。

朝闻道，夕死可矣。

精神家园
价值观
人生观
伦理规范
社会责任
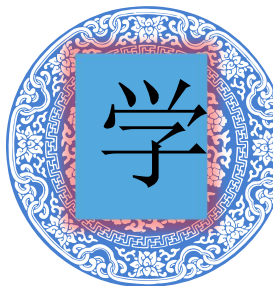
读书　　学
站位：七一讲话，"四史"

职业教育

文史哲及专业
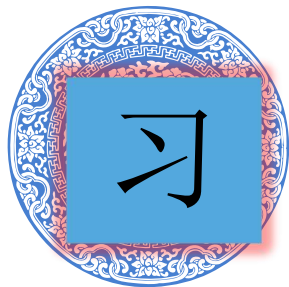
实践　　习
工作、做事情

3. 立德树人

- 学生特点
- 教师任务
- 教育理念
- 课程思政
- 教学方法

课程思政

- 基于核心素养、基于核心素养整体的培养，高心的人养

知识技能领悟

兴趣动机态度

听懂一些
带回几点
落实两点

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谢谢聆听!