

<<职场英语>>

图书基本信息

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前言

随着我国经济、文化、科技的不断发展，社会对大学生的英语水平提出了更高的要求，大学英语教学改革已成为社会关注的热点之一。

为了推动大学英语教学改革，教育部在总结近年来教学改革经验的基础上，对2004年公布的《大学英语课程教学要求（试行）》进行了全面修订，并于2007年8月正式颁布了《大学英语课程教学要求》。与以往的《大学英语教学大纲》相比，新的《大学英语课程教学要求》从以下三个方面为大学英语教学带来了新的变化：1．培养目标的变化。

《大学英语课程教学要求》提出，大学英语要培养学生的英语综合应用能力，在坚持其通用基础学科定位的同时，提出了与专业学习相结合的专门用途英语，以及以人文、国际交流为核心的文化素质课程的定位；2．教学思想的变化。

提出了自主学习的思想，鼓励学生自主选择学习内容和学习方式；3．教学模式的变化。

鼓励在教和学的过程中使用以计算机为基础的教育技术，拓展英语学习的渠道，增加语言练习的机会，提高语言输入和输出的质量。

面对新的改革形势，我们明显感到，现行的以英语基础能力发展为核心的大学英语教材体系难以适应新形势的需要，广大师生也盼望着更多与国际文化知识、专业知识、学术交流相结合的新型英语教材，满足正在出现的大学英语的多重定位、学生自主选择学习内容和基于计算机技术的自主学习方式等变化的需要。

为此，我们提出开发《大学英语选修课 / 学科课程系列教材》。

本系列教材为“普通高等教育‘十一五’国家级规划教材”，主要供完成《大学英语课程教学要求》中规定的“一般要求”后，继续学习“较高要求”和“更高要求”英语课程的学生使用，也可供研究生及广大专业技术人员学习专业英语、学术英语，提高英语综合应用能力使用。

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内容概要

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章节摘录

Use an Ideas Bin —— A "bin" consists of blank sheets (one or two) torn from an easel pad and taped to the wall. Any idea that is unrelated to the current topic is written on the easel pad paper (i.e. placed in the bin) . The bin serves two valuable purposes: 1) it stores valuable ideas for consideration at an appropriate and convenient time, and 2) it allows discussion to stay focused on the agenda topic. Using the bin is an effective way to keep discussion focused and it helps people hold onto their thoughts and ideas without being disruptive to the meeting. Explain the use of the bin at the beginning of the meeting. During the meeting the team leader or the facilitator should record bin items as they come up, or participants should record their own bin items when they feel discussion is getting off track.

Establish and Use Ground Rules —— Ground rules are explicit rules that the group agrees to follow to help them facilitate productive discussions. Whether the group formulates the ground rules or the meeting leader/facilitator presents them, all group members should reach consensus on following the ground rules. The ground rules should be written down on easel pad paper and taped to the wall for everyone to see. Ground rules lay out the expectations of "the way things should be done at meetings." Ground rules are used to facilitate group interaction, not to restrict it. The group can change the ground rules or add new ones based on group needs. Examples of some typically used ground rules include: arrive and start on time; stick to the agenda; everyone participates; be realistic when accepting follow-up tasks; focus on interests, not positions; separate people from the problem; respect different viewpoints; share responsibility for following the ground rules.

Control Dominating Individuals —— Make sure each individual has a fair chance of expressing ideas and opinions. Do not let one person dominate the discussion. Of equal importance is to ensure that quiet participants are expressing their ideas and opinions. This may require the leader or facilitator to directly call on the quiet member and ask them for their opinion or for any ideas they would like to share.

Summarize and Conclude the meeting by summarizing the discussion, decisions made, tasks delegated, deadlines, and any action required by participants. Depending on the time available, either address bin items or place them on the agenda for the next meeting. Include in the summary any review plans for follow-up or the need to schedule any succeeding meetings. It is far easier to schedule the next meeting while everyone is at the table than it is to wait and contact each participant individually.

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