

A starting allocation over 30 teaching weeks, weighted by how much syllabus content each topic carries — adjust to your own calendar. The last column lists the Library material that already covers the topic. 这是按内容容量分配的起始教学计划, 可按实际校历调整; 最后一栏列出资料库中已有的配套材料。

| Weeks | Topic                                                              | Subtopics          | Library material                                                             |
|-------|--------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------|
| 1–4   | <b>1. Reading skills</b><br>阅读技能                                   | 1.1, 1.2, 1.3, 1.4 | Handout · 4 Learn lessons · Slide deck · Vocabulary list · 4 exercise sheets |
| 5–7   | <b>2. Writing: purpose, audience and accuracy</b><br>写作: 目的、读者与准确性 | 2.1, 2.2, 2.3      | Handout · 3 Learn lessons · Slide deck · Vocabulary list · 3 exercise sheets |
| 8–10  | <b>3. Writing an informal email</b><br>写非正式电子邮件                    | 3.1, 3.2, 3.3      | Handout · 3 Learn lessons · Slide deck · Vocabulary list · 3 exercise sheets |
| 11–13 | <b>4. Writing a formal letter or email</b><br>写正式信函或电子邮件           | 4.1, 4.2           | Handout · 2 Learn lessons · Slide deck · Vocabulary list · 2 exercise sheets |
| 14–16 | <b>5. Writing a report</b><br>写报告                                  | 5.1, 5.2           | Handout · 2 Learn lessons · Slide deck · Vocabulary list · 2 exercise sheets |
| 17–19 | <b>6. Writing an article</b><br>写文章                                | 6.1, 6.2           | Handout · 2 Learn lessons · Slide deck · Vocabulary list · 2 exercise sheets |
| 20–21 | <b>7. Writing a review</b><br>写评论                                  | 7.1, 7.2           | Handout · 2 Learn lessons · Slide deck · Vocabulary list · 2 exercise sheets |
| 22–23 | <b>8. Writing an essay</b><br>写议论文                                 | 8.1, 8.2           | Handout · 2 Learn lessons · Slide deck · Vocabulary list · 2 exercise sheets |
| 24–26 | <b>9. Listening skills</b><br>听力技能                                 | 9.1, 9.2, 9.3      | Handout · 3 Learn lessons · Slide deck · Vocabulary list · 3 exercise sheets |
| 27–28 | <b>10. Speaking skills</b><br>口语技能                                 | 10.1, 10.2         | Handout · 2 Learn lessons · Slide deck · Vocabulary list · 2 exercise sheets |
| 29–30 | <b>11. Vocabulary and text types</b><br>词汇与文本类型                    | 11.1, 11.2         | Handout · 2 Learn lessons · Slide deck · Vocabulary list · 2 exercise sheets |