课程详述
COURSE SPECIFICATION

以下课程信息可能根据实际授课需要或在课程检讨之后产生变动。如对课程有任何疑问，请联系授课教师。

The course information as follows may be subject to change, either during the session because of unforeseen circumstances, or following review of the course at the end of the session. Queries about the course should be directed to the course instructor.

1.	课程名称 Course Title	**四级辅导 (CET-4 Preparation)**
2.	授课院系 **Originating Department**	语言中心 Center for Language Education
3.	课程编号 **Course Code**	CLE018
4.	课程学分 Credit Value	0
5.	课程类别 **Course Type**	通识选修课程 General Education (GE) Elective Courses
6.	授课学期 **Semester**	夏季 Summer
7.	授课语言 **Teaching Language**	中英双语 English & Chinese
8.	授课教师、所属学系、联系方式（如属团队授课，请列明其他授课教师） **Instructor(s), Affiliation& Contact** （**For team teaching, please list all instructors**）	英语教师 English Instructors
9.	实验员/助教、所属学系、联系方式 **Tutor/TA(s), Contact**	无 NA
10.	选课人数限额(可不填) **Maximum Enrolment** （**Optional**）	

11.	授课方式 **Delivery Method**	讲授 Lectures	习题/辅导/讨论 Tutorials	实验/实习 Lab/Practical	其它(请具体注明) Other（Please specify）	总学时 Total
	学时数 **Credit Hours**	12	4	0	0	16

12.	先修课程、其它学习要求 **Pre-requisites or Other Academic Requirements**	无（None）
13.	后续课程、其它学习规划 **Courses for which this course is a pre-requisite**	无（None）
14.	其它要求修读本课程的学系 **Cross-listing Dept.**	无（None）

教学大纲及教学日历 SYLLABUS

15. 教学目标 Course Objectives

本课程旨在帮助学生熟悉四级考试中的各类题型，掌握四级考试大纲词汇及四级考试应试技巧，并能够将所学到的应试技巧在实际考试中加以运用，有效提高自身的英语水平和四级成绩。本课程将采用教师讲解和课堂练习相结合的方式。学生们通过本课程的学习，能够熟悉四级考试题型及流程，掌握四级考试核心词汇，并能在写作、翻译中熟练运词汇及语法。从而有效提高四级考试的成绩。

CET-4 is a norm-referenced test which is designed to evaluate college students' English proficiency accurately and objectively. It focuses on testing overall abilities, including writing, listening, reading and translating skills. This course aims to help students to improve their performance in CET-4 exam. Consequently, it introduces four major modules of CET-4 and some listening & reading strategies, such as note-taking, skinning & skimming, identifying main idea & specific information and guessing word meaning. Besides, students are supposed to master vocabularies required in the syllabus and use grammar appropriately in their writing. The course will also provide students with necessary knowledge and skills for continued improvement after the course ends.

16. 预达学习成果 Learning Outcomes

学生在完成本课程的学习后，应熟练掌握英语四级考试大纲要求的词汇，能正确运用所学词汇、语法完成英语写作；能掌握听力材料中的大意及细节；能在规定时间内读完所给阅读材料，以及能运用翻译技巧进行中英翻译。

After successful completion of this course, students will be able to:

- Master vocabularies included in the CET-4 syllabus
- Use words, phrases & grammar appropriately and develop the writing logically
- Express a particular meaning in different grammatical forms
- Use listening strategies to grasp main idea, key words and specific information
- Master scanning and skimming skills to locate specific information
- Deduce the meaning of an unknown word from context
- Comprehend the main idea of the reading material and make an inference
- Grasp translation strategies and translate the source text into target faithfully and smoothly

17. 课程内容及教学日历 （如授课语言以英文为主，则课程内容介绍可以用英文；如团队教学或模块教学，教学日历须注明主讲人）
Course Contents (in Parts/Chapters/Sections/Weeks. Please notify name of instructor for course section(s), if this is a team teaching or module course.)

课程安排：共六个部分

Course Contents (6 parts)

第一部分：CET-4 考试要求与过程介绍

了解考试形式，熟悉答题方式

参加考试时注意事项：CET-4 笔试与口试介绍；

CE4-4 考试过程介绍

CET-4 题型、答题注意事项及特别情况处理

Part 1: Requirement and introduction of CET-4 (Week 1)

    Introduce the syllabus of CET-4

    Introduce questions format of the test

    Introduce the process of written and oral test

第二部分：听力训练

听力　第一部分：新闻

    第二部分：短对话

    第三部分：长段落

Part 2:　Listening Comprehension　(Week 2- Week 4)

    Introduce key points and test strategies of listening comprehension part, including:

    Section one: news

    Section two: short conversations

    Section three: long passages

第三部分：阅读训练

    第一部分：完形填空

    第二部分：段落匹配

    第三部分：短文阅读

Part 3: Reading Comprehension　(Week 5- Week 7)

    Section one: blank filling

    Section two: matching

Section three: detailed reading

第四部分：翻译

分析中英文行文差异

介绍常用翻译技巧、句子结构、常见错误等

Part 4: Translation (Week 8-9)

Introduce the different features of Chinese and English text

Introduce general translation skills and common mistakes of Chinese to English translation

第五部分：写作

介绍四级考试中常见的各类写作题型及作文格式

使学生熟悉四级写作的文章结构

巩固、加强学生相关语法知识

Part 5: Writing (Week 10-12)

Introduce general topics and format of CET-4 writing

Introduce the essay structure in CET-4 writing

Improve students' grammatical knowledge

第六部分：真题分析与问题解答

集中解答和分析学生在真题答题中出现的问题

处理问题背后的薄弱环节，进行针对性训练

分析错题，提高正确率

Part 6: Question analysis and Q&A   (Week 13-16)

Ask students to finish the old CET-4 exam papers and answer their questions

Find out students' weakness and improve relevant skills

Explain answers to the exam questions

18.   教材及其它参考资料 Textbook and Supplementary Readings

教材：《四级考试辅导》 刘丽莎

补充材料：《CET-4 写读译强化教程》 人民交通出版社

Textbook: CET-4 Preparation Course -- Liu Lisha

Supplementary material：CET-4 Writing Reading and Translating Intensive Coursebook -- China Communications Press

课程评估 ASSESSMENT

评估形式 Type of Assessment	评估时间 Time	占考试总成绩百分比 % of final score	违纪处罚 Penalty	备注 Notes
出勤 Attendance		20%		
课堂表现 Class Performance		20%		
小测验 Quiz		20%		
课程项目 Projects				
平时作业 Assignments		20%		
期中考试 Mid-Term Test				
期末考试 Final Exam		20%		
期末报告 Final Presentation				
其它（可根据需要改写以上评估方式） Others (The above may be modified as necessary)				

20. **记分方式 GRADING SYSTEM**

☐ A. 十三级等级制 Letter Grading
☑ B. 二级记分制（通过/不通过） Pass/Fail Grading

课程审批 REVIEW AND APPROVAL

21. 本课程设置已经过以下责任人/委员会审议通过
This Course has been approved by the following person or committee of authority

语言中心 Center for language education