

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