

## 课程教学进度计划表

## 一、基本信息

课程名称	商务谈判（英语）				
课程代码	2060847	课程序号	1045	课程学分/学时	2/32
授课教师	李显显	教师工号	15023	专/兼职	专
上课班级	国贸 21-1	班级人数	45	上课教室	一教 118
答疑安排	周二、周三 9:00-11:00, 商学院 420				
课程号/课程网站	<a href="https://mooc1.chaoxing.com/course/241384650.html">https://mooc1.chaoxing.com/course/241384650.html</a>				
选用教材	International Business Negotiation (Eighth Edition), Roy J. LEWINSKI, Bruce BARRY, David M. Saunders, Mc Graw Hill Education, 中国人民大学出版社. ISBN 978-7-300-14663-8				
参考教材与资料	English for International Business Negotiation, ZHANG Liyu, Wuhan University Press, 2014 Practical Solutions To Global Business Negotiations, Claude Cellich, Subhash C. Jain, China Renmin University Press 2016; International Business Negotiation, BAI Yuan, China Renmin University Press, 2019; Practical Cases In International Business Negotiation, WANG Hui, China Customs Press, 2016				

## 二、课程教学进度安排

课次	课时	教学内容	教学方式	作业
1	2	CHAPTER 1 OVERVIEW OF INTERNATIONAL NEGOTIATION CONTENT : 1.1 The basic concept about negotiation 1.2 Goal of negotiation and process of negotiation 1.3 BATNA	Lecture, In-class discussion	Discussion, Chapter Tasks

2	2	<p>CHAPTER 2 CROSS-CULTURAL NEGOTIATION</p> <p>CONTENT :</p> <p>1.1 Cultural difference between the Eastern and the Western</p> <p>1.2 Negotiation under the difference cultures</p> <p>1.3 Useful sentences</p> <p>1.4 Scenario discussion</p>	<p>Lecture, In-class discussion</p>	<p>Discussion, Chapter Tasks</p>
3	2	<p>CHAPTER 3 NEGOTIATING STYLE</p> <p>CONTENT :</p> <p>1.1 Negotiating style</p> <p>1.2 Confirming your own style and its features</p> <p>1.3 Understand other party's style</p>	<p>Lecture, In-class discussion</p>	<p>Discussion, Chapter Tasks</p>
4	2	<p>CHAPTER 4 PRE-NEGOTIATION</p> <p>CONTENT :</p> <p>1.1 Find your partners</p> <p>1.2 Build negotiating relationship</p> <p>1.3 Preparation</p>	<p>Lecture, In-class discussion</p>	<p>Discussion, Chapter Tasks, Situational Dialogue</p>
5	2	<p>Scenario Negotiation: Introduction of company and products</p>	<p>Case Study, In-class discussion</p>	<p>Situational Dialogue</p>
6	2	<p>CHAPTER 5 ENQUIRY AND OFFER</p> <p>CONTENT :</p> <p>1.1 Enquiry and offer</p> <p>1.2 Pricing policy in offering</p> <p>1.3 Bargaining</p>	<p>Lecture, In-class discussion</p>	<p>Discussion, Chapter Tasks, Situational Dialogue</p>
7	2	<p>Scenario Negotiation: Practice of enquiry and offer</p>	<p>Case Study, In-class discussion</p>	<p>Situational Dialogue</p>
8	2	<p>CHAPTER 6 CONCESSION</p> <p>CONTENT :</p> <p>1.1 Concession policy</p> <p>1.2 Flexibility in negotiation</p>	<p>Lecture, In-class discussion</p>	<p>Discussion, Chapter Tasks,</p>

9	2	CHAPTER 7 PRICING CONTENT : 1.1 Pricing factors 1.2 Methods of pricing 1.3 Terms of price	Lecture, In-class discussion	Discussion, Chapter Tasks, Situational Dialogue
10	2	Scenario Negotiation: Practice of pricing negotiation	Case Study, In-class discussion	Situational Dialogue
11	2	CHAPTER 7 TERMS OF PAYMENT CONTENT : 1.1 Terms of payment 1.2 L/C 1.3 Installment 1.4 Partial payment	Lecture, In-class discussion	Discussion, Chapter Tasks, Situational Dialogue
12	2	CHAPTER 9 TRANSPORTATION CONTENT : 1.1 Direct transportation 1.2 Partial shipment 1.3 Air transport	Lecture, In-class discussion	Discussion, Chapter Tasks, Situational Dialogue
13	2	Scenario Negotiation: Practice of negotiation about payment and transportation	Case Study, In-class discussion	Situational Dialogue
14	2	CHAPTER 10 CONTRACT CONTENT : 1.1 Vague languages in negotiation 1.2 Confirming the contract 1.3 Modifying the contract	Case Study, In-class discussion	Discussion, Chapter Tasks,
15	2	CHAPTER 11 COMPLAINTS AND CLAIMS CONTENT : 1.1 Claims for the quality issues	Lecture In-class discussion	Discussion, Chapter Tasks,

		1.2 Claims for short loading issues 1.3 Dealing with complaints and claims		
16	2	Foreign Trade Case Practice	Scenarios simulation	Situational Dialogue

## 三、考核方式

总评构成	占比	考核方式
X1	40%	Foreign Trade Case Practice
X2	30%	Chapter Tasks
X3	20%	Situational Dialogues
X4	10%	In-class Discussion

李星星

任课教师:

刘晔辉

系主任审核:

日期: 2024.3.1