朝陽科技大學 091學年度第1學期教學大綱
English Conversation in the Workplace 在職英語會話

當期課號	6664	Course Number	6664
授課教師	陳美玲	Instructor	CHEN,MEI LING
中文課名	在職英語會話	Course Name	English Conversation in the Workplace
開課單位	校訂必修(四進)	Department	
修習別	必修	Required/Elective	Required
學分數	2	Credits	2
課程目標	本課程是進修部二技學生的一學期必修課程。本課程之目標在於延續學生以往所學之英語能力，尤其著重於加強其在職場之英語會話技巧。	Objectives	This one-semester course is required for all students who are enrolled in the two-year evening program. The purpose of this course is to expand the English language skills previously acquired by the students and especially to improve their conversational skills, with focus put on workplace dialogues.
教材	學生學習時經由合作學習技巧與方法工作在小組去完成分享學習目標。	Teaching Materials	Students learning through cooperative learning techniques and approaches work in small groups to accomplish shared learning goals.
成績評量方式	1. 小組討論報告40% 2. 期中考30% 3. 期末考30%	Grading	1. Groups' discussion repotr 40% 2. Midterm Exam 30% 3. Final Exam 30%
教師網頁			
教學內容	在英文溝通上,經由一連串的練習和錄音帶對話,這本書幫助同學發展信心和技巧。 學生藉由聽力去定義答案並知道如何表達。因此學生也知道這主要的信息和觀念的表達。	Syllabus	This textbook helps students develop confidence and skills in using English for communication through a series of exercises and taped conversation. Students listen to identify the key information and how it is expressed. Thus, students also understand the main messages and ideas expressed.

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