

朝陽科技大學 092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	6393	Course Number	6393
授課教師	梁文華	Instructor	LEO,W.H. LIANG
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	Students are required to: Ø preview each lesson Ø participate in discussions: If you can't participate in discussions because you don't preview the lessons, I will be polite about it in class, but your final grade will be greatly affected. Ø attend the classes on time: 3 absences without reasons will lead to the failure of this class. Ø bring your dictionary to the class. Ø Plagiarism or any act of cheating will probably lead to the failure of this class.	Teaching Materials	Students are required to: Ø preview each lesson Ø participate in discussions: If you can't participate in discussions because you don't preview the lessons, I will be polite about it in class, but your final grade will be greatly affected. Ø attend the classes on time: 3 absences without reasons will lead to the failure of this class. Ø bring your dictionary to the class. Ø Plagiarism or any act of cheating will probably lead to the failure of this class.
成績評量方式	Ø Class attendance, participation: 15% Ø Portfolio and oral test: 20% Ø Midterm: 30% Ø Final exam: 35% □ Midterm: 20% □ Final exam: 30%	Grading	Ø Class attendance, participation: 15% Ø Portfolio and oral test: 20% Ø Midterm: 30% Ø Final exam: 35% □ Midterm: 20% □ Final exam: 30%
教師網頁	-		
教學內容	The course is to help students improve their English reading, speaking, and listening skills through various activities, such as in-class practices, discussions, movie watching and discussion, and mid-term and final tests.	Syllabus	The course is to help students improve their English reading, speaking, and listening skills through various activities, such as in-class practices, discussions, movie watching and discussion, and mid-term and final tests.

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