

朝陽科技大學 093學年度第2學期教學大綱
English Conversation in the Workplace 在職英語會話

當期課號	6016	Course Number	6016
授課教師	黃玉心	Instructor	
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(二進)	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	Heldesén, Marc. Office File (2004). England: Longman Group.	Teaching Materials	
成績評量方式	出席:40% 作業:40% 期中考:10% 期末考:10%	Grading	Attendance:40% Assignment:40% Mid-term exam:10% Final exam:10%
教師網頁	-		
教學內容	提升職場英文溝通能力. 注重個人與群體之表現.	Syllabus	The course teaches basic communicative skills in the workplace. Pair work and individual presentations are required in class.

尊重智慧財產權，請勿非法影印。