

朝陽科技大學 093學年度第2學期教學大綱
Workplace English 在職英文

當期課號	6292	Course Number	6292
授課教師	林佩逸	Instructor	LIN, PEI YI
中文課名	在職英文	Course Name	Workplace English
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大三學生的一學期必修課程。本課程之目標在於幫助學生提升其英文溝通能力以及增加其職場的英文能力。	Objectives	This one-semester course is required for all junior students who are enrolled in the two-year evening program. The goal of this course is to help students enhance their overall English language proficiency as well as increase their workplace English skills.
教材	Commercailly Speaking Mark Irvine and Marion Cadman ISBN: 0-19-457230-7	Teaching Materials	
成績評量方式	上課表現+出席+小考 : 40% 期中考: 30% 期末考: 30%	Grading	Presentation + Attendance + Quizzes: 40% Mid-term Exam: 30% Final Exam: 30%
教師網頁	E-mail: calorlin@yahoo.com		
教學內容	商用書信書寫格式與內容 商用英語會話	Syllabus	2/21--introduction of the course 2/28---off 3/7--- introduction [p6-7]+ 1A The Situation 3/14--1B Letter Layout + 1C Peter phones Teresa 3/21---2B Formality and informality +2C 3/28---3B Good Commercaill Letters + 3C Getting through 4/4--- 4A At the trade fair + Review 4/11---4B A letter of enquiry +Review 4/18---Mid-term 4/25---Review + 4C message 5/2---5A Meeting People 5/9---5B Replies 5/16---5C Telephone enquiries 5/23--6B Orders 5/30--7B E-mail messages 6/6--CVs and letters of applicaiton 6/13--CVs and letters of applicaiton+ Review 6/20--final

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