

朝陽科技大學 094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	3467	Course Number	3467
授課教師	鄭巧莉	Instructor	CHENG,CHIAO LI
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	Sampson, Nicholas. Way Ahead: A Listening and Speaking Course. Hong Kong: Macmillan, 1999.	Teaching Materials	
成績評量方式	1、出席率及課堂參與率佔學期成績50% 2、個人及小組報告佔學期成績20% 3、期中考及期末考各佔學期成績15%	Grading	1. Attendance and participation (50%): you are expected to come to class on time and prepare to discuss the material for that day. 2. Oral presentation (20%): there will be individual and group presentation. 3. Mid-term exam (15%) and Final exam (15%)
教師網頁	<a href="mailto:ccl94013@ms31.hinet.net">e-mail address: ccl94013@ms31.hinet.net</a>		
教學內容	第一週: 自我介紹; 第二週: 個人歷史; 第三週: 觀光旅行; 第四週: 同上; 第五週: 飛行; 第六週: 同上; 第七週: 登記手續; 第八週: 同上; 第九週: 期中考; 第十週: 食物、娛樂; 第十一週: 同上; 第十二週: 工作; 第十三週: 同上; 第十四週: 面試; 第十五週: 風俗習慣; 第十六週: 大眾文化; 第十七週: 同上; 第十八週: 期末	Syllabus	Week 1: Self Introduction. Week 2: Personal History. Week 3: A Guide Tour. Week 4: Ditto. Week 5: Flying Out. Week 6: Ditto. Week 7: Checking In. Week 8: Ditto. Week 9: Mid-term. Week 10: Food and Entertainment. Week 11: Ditto. Week 12: Jobs. Week 13: Ditto. Week 14: At the Interview. Week 15: Social Customs. Week 16: Pop Culture. Week 17: Ditto. Week 18: Final

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