

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	3569	Course Number	3569
授課教師	党永順	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	1. Hartley, Bernard and Peter Viney. New American Streamline: Connections. New York: Oxford University Press. 1994. 2. 施孝昌。《求職英語現學現用》。台北市：三思堂文化有限公司。	Teaching Materials	
成績評量方式	每週單元報告 (20%) 期中口試 (20%) 期末口試 (30%) 出席率與課堂參與 (30%)	Grading	Weekly Unit Presentation (20%) Oral Midterm (20%) Oral Final (30%) Attendance and Participation (30%)
教師網頁	-		
教學內容	本課程為一彈性進階英語課程，提供學生即將或他日進入職場時所可能面對的英語環境。課程內容著重不同情境的日常及職場生涯會話訓練，並培養學生的閱讀能力及聽力練習。教學方式將以要求學生每週輪流主持單元閱讀及情境對話，並與教師互動學習為軸線。	Syllabus	This is a flexible course at the intermediate level for students who need to or who will soon need to use English in their day-to-day work. The reading and speaking skills are developed through a wide range of situations which reflect closely the world of work. The course requires the students' interactive reading and dialogue practice with the teacher on a weekly basis of presentation. It also features learner-centered approach, realistic integrated communication activities, systematic coverage of the essential business tasks, thorough vocabulary development, and frequent opportunities for discussions.

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