朝陽科技大學 095學年度第1學期教學大綱
Meeting Practice in English 會議英文與演練

當期課號	2057	Course Number	2057
授課教師	林修旭	Instructor	LIN,HSIU HSU
中文課名	會議英文與演練	Course Name	Meeting Practice in English
開課單位	應用外語系(四日)四A	Department	
修習別	選修	Required/Elective	Elective
學分數	3	Credits	3
課程目標	本課程是以國際商業會議爲練習主題，再加上國際會議禮儀及規範之訓練，以模擬實際開會爲主要練習方式，使同學能熟練國際會議之狀況。英文訓練亦爲課程之重點。	Objectives	We’re going to create the environment for students to simulate the international business meetings. We’d like to have different business themes to discuss in our meetings. Furthermore, international meetings manners are also the points of training. Basic business concepts are also the training points through these simulation meetings. English will be our communication language during the meetings.
教材	Bell. 2001. Management Communication.	Teaching Materials	Bell. 2001. Management Communication.
成績評量方式	報告: 分組 25%, 個別 25%; 講稿寫作 20%; 回顧自評 15%; 課堂參與 15%	Grading	1. Group Presentation: 25% 2. Individual Speech: 25% 3. Written Assignments : 20% (Speech Outline, Reflection Paper, and Evaluation Form 5. In-Class Participation: 15% 6. Final: 15%
教師網頁			
教學內容	本課程旨在使學生習得會議演講之組織、施行技巧與提問等常用語言規制與內容。課程中學生可藉由自身經歷, 觀察與評論同儕講演在講師引導協助下修習各程技巧。講師以協助立場低度介入，並藉由口語引導消除學習過程中可能的緊張，以收學習之效。	Syllabus	The course is designed to acquaint the students with skills in organizing and delivering speech in the conference context. Students will learn the skills by means of their own experiences, observing and criticizing peer performances. The instructor will step aside as a facilitator while students are forming their skills. An environment of caring will be provided to ease students' nervers and motivate their studies.

尊重智慧財產權，請勿非法影印。