

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	3634	Course Number	3634
授課教師	林道明	Instructor	LIN,DOW MIN
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(二進)五A	Department	
修習別	選修	Required/Elective	Elective
學分數	2	Credits	2
課程目標	本課程是以國際商業會議為練習主題，再加上國際會議禮儀及規範之訓練，以模擬實際開會為主要練習方式，使同學能熟練國際會議之狀況。英文訓練亦為課程之重點。	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	Making Business Decisions and website supplements	Teaching Materials	Making Business Decisions and website supplements
成績評量方式	Mid-term 30% Meeting Performance and preparation and minute 30% Attendants' performances 30% Attendance 10%	Grading	30% Mid-term exam 30% Meeting Performance and preparation and minute 30% Attendants' performances 10% Attendance
教師網頁	-		
教學內容	本課程以國際商業會議為主題，再加上會議禮儀及規範。實際開會訓練為主要方式，以分組主題英文開會討論或簡報為內容。	Syllabus	We're going to simulate the international business meetings. We'll have different themes to discuss in our meeting. Moreover, meeting manners are also the points of training. We still want to learn the business conceptions from our imitative meetings.

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