朝陽科技大學 096學年度第1學期教學大綱
Workplace English 在職英文

當期課號	3004	**Course Number**	3004
授課教師	趙丕慧	**Instructor**	,
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	Read and Think: A reading Strategies Course	**Teaching Materials**	
成績評量方式	平常成績(小考+作業+出席率) 40% 期中考 30% 期末考 30% (缺課達五次，期末扣考)	**Grading**	quizzes, assignment, attendance 40% midterm 30% final exam 30% (If a student misses classes five times, he/she cannot take the final exam.)
教師網頁			
教學內容	本學期範圍Unit 6~Unit 12，每單元共兩課，另視各單元之需要補充文法等教材。課程略偏重閱讀與思考，每課均有不同之練習，包括摘要、字彙、讀後心得、辯論練習等，可訓練同學組織思考之能力。	**Syllabus**	Each unit for one week. Besides the textbook, there might be handouts for grammar review.Quizzes will be informed in advance. Any make up should be done within two weeks.

尊重智慧財產權，請勿非法影印。