朝陽科技大學 096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	3305	**Course Number**	3305
授課教師	施佩奇	**Instructor**	SHIH,PEI CHI
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	Reservations Confirmed -- English for Hotels and Restaurants	**Teaching Materials**	Reservations Confirmed -- English for Hotels and Restaurants
成績評量方式	出席: 10% 小考: 40% 期中: 25% 期末: 25%	**Grading**	Attendance: 10% Quizzes: 40% Midterm: 25% Final: 25%
教師網頁	_		
教學內容	Week 1: Intorduction Week 2: 中秋節 Weeks 3-5: Unit 11 Weeks 6-7: Unit 12 Week 8: 小考 Weeks 9-10: 期中(role-play) Weeks 11-12: Unit 9 Weeks 13-14: Unit 10 Week 15: 小考 Week 16: 放假一天 Weeks 17-18: 期末(role-play)	**Syllabus**	Week 1: Intorduction Week 2: Mid-Autumn Festival Weeks 3-5: Unit 11 Weeks 6-7: Unit 12 Week 8: quiz Weeks 9-10: Midterm (role-play) Weeks 11-12: Unit 9 Weeks 13-14: Unit 10 Week 15: quiz Week 16: Holiday Weeks 17-18: final (role-play)

尊重智慧財產權，請勿非法影印。