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	3457	Course Number	3457
授課教師	黃慧如	Instructor	HUANG,HUI JU
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	Survival English-International Cmmunication for Professional People (by Peter Viney)	Teaching Materials	Survival English-International Cmmunication for Professional People (by Peter Viney)
成績評量方式	出席率,出席,小考及作業:40% 期中考:30% 期末考:30%	Grading	participation, quizzes and homework:40% mid-term:30% final exam:30%
教師網頁	_		
教學內容	計程車上會話、自我介紹、預約會話、安排事務會話、工作介紹會話、便利商店會話、旅館住宿對話、旅館資訊、介紹他人認識的會話、開啓對話、餐廳對話、機場登機對話、機場安檢會話、飛機上對話、機上機長宣告事項、購物商場會話、旅館大廳對話、 健身中心會話、寒喧、當地特產主題會話、 電話會話	Syllabus	This course is designed for working students and takes one semester to complete. According to the starting level and to the abilities of the students, different approaches are used to achieve the same goal, which is to improve the students" reading, writing, speaking, and listening skills in English in a short time.

尊重智慧財產權，請勿非法影印。