# 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

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| **當期課號** | 3663 | **Course Number** | 3663 |
| **授課教師** | 林奇臻 | **Instructor** | Lin,Chi Jen |
| **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(二在) | **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** | Touchtone 4<br>作者：Michael McCarthy et al.<br>出版社：Cambridge University Press<br>級數：Upper Intermediate | **Teaching Materials** | |
| **成績評量方式** | 出席 10%<br>課堂參與 40%<br>期中考 25%<br>期末考 25% | **Grading** | |
| **教師網頁** | http://tw.myblog.yahoo.com/businesswriting-inenglish | | |
| **教學內容** | 1. 著重聽力、口說、發音練習。<br>2. 著重字彙、文法，活用英文習慣用語。<br>3. 會話單元，學習加強會話練習及技巧。<br>4. 利用閱讀，學習寫作技巧。 | **Syllabus** | Students will be able to...<br><br>To improve listening, speaking and pronunciation.<br><br>To enhance vocabulary, sentence pattern and basic idiomatic English.<br><br>To practice real English conversation and speaking ability.<br><br>To learn how to read and write in different topics. |

尊重智慧財產權，請勿非法影印。