朝陽科技大學 096學年度第2學期教學大綱
English Conversation in the Workplace 在職英語會話

當期課號	3107	Course Number	3107
授課教師	莊佩芳	Instructor	CHUANG,PEI FANG
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	講議 Top Notch 2 (Unit 1-4) 英文雜誌	Teaching Materials	handouts Top Notch 2 (Unit 1-4) English magazine
成績評量方式	期中25% 期末25% 小考和作業30% 出席率及上課表現20%	Grading	midterm 25% final 25% quiz & homework 30% attendance and class participation 20%
教師網頁	www.cyut.edu.tw/~pei		
教學內容	主要訓練同學包含聽說讀寫的能力。另搭配英文歌曲、英文電影及英文閱讀等等提升學生學習英語的興趣。	Syllabus	This course is to train students' English ability in reading, listeining, speaking and writing; especially, speaking. In order to promote stuendts' interests in the language,some English songs, movies will be treated as supplementary materials.

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