朝陽科技大學 097學年度第1學期教學大綱
Meeting Practice in English 會議英文與演練

當期課號	2309	Course Number	2309
授課教師	吳雨濃	Instructor	WU,YU NUNG
中文課名	會議英文與演練	Course Name	Meeting Practice in English
開課單位	應用外語系(四日)四A	Department	
修習別	選修	Required/Elective	Elective
學分數	3	Credits	3
課程目標	本課程是以國際商業會議爲練習主題，再加上國際會議禮儀及規範之訓練，以模擬實際開會爲主要練習方式，使同學能熟練國際會議之狀況。英文訓練亦爲課程之重點。	Objectives	We’re going to create the environment for students to simulate the international business meetings. We’d like to have different business themes to discuss in our meetings. Furthermore, international meetings manners are also the points of training. Basic business concepts are also the training points through these simulation meetings. English will be our communication language during the meetings.
教材	1. Anne Laws, 2000, The Business Skills Series: Meetings, Summertown Publishing, Oxford 2.Anne Laws, 2000, Presentations, Summertown Publishing, Oxford	Teaching Materials	1. Anne Laws, 2000, The Business Skills Series: Meetings, Summertown Publishing, Oxford 2.Anne Laws, 2000, Presentations, Summertown Publishing, Oxford
成績評量方式	Grade will be based on attendance and performance. Attendance is mandatory. Students who miss more than three classes will receive a fail result of this course. Absence must be authenticated by a medical certificate. There will be several quizzes and group presentations.	Grading	Grade will be based on attendance and performance. Attendance is mandatory. Students who miss more than three classes will receive a fail result of this course. Absence must be authenticated by a medical certificate. There will be several quizzes and group presentations.
教師網頁			
教學內容	Preparing the meeting Planning the meeting Contributing effectively Chairing the meeting Participating the meeting Intercultural meetings Formal meetings Following up the meeting Reviewing and evaluating the meeting Presentation	Syllabus	Preparing the meeting Planning the meeting Contributing effectively Chairing the meeting Participating the meeting Intercultural meetings Formal meetings Following up the meeting Reviewing and evaluating the meeting Presentation

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