

朝陽科技大學 097學年度第1學期教學大綱
Workplace English 在職英文

當期課號	3229	Course Number	3229
授課教師	張惠環	Instructor	Chang,Hui Huan
中文課名	在職英文	Course Name	Workplace English
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大三學生的一學期必修課程。本課程之目標在於幫助學生提升其英文溝通能力以及增加其職場的英文能力。	Objectives	This one-semester course is required for all junior students who are enrolled in the two-year evening program. The goal of this course is to help students enhance their overall English language proficiency as well as increase their workplace English skills.
教材	LTTC 語言訓練測驗中心. 2002.Reservations Confirmed:English for hotels and restaurants.Caves Books.	Teaching Materials	LTTC 語言訓練測驗中心. 2002.Reservations Confirmed:English for hotels and restaurants.Caves Books.
成績評量方式	1.出席率與參與率Attendance & Participation (15%) (同學缺席超過三次且沒有請假,成績可能要注意了!Students who are absent more than three times will fail this course) 2.小考Quiz (10%) Students will be given quizzes at one week's notice. 3.課堂中口語練習Reading Aloud (10%) Students receive reading assignments once a week and practice reading them aloud in class. This oral exercise helps them with their pronunciation. 4.個人/團體作業Individual / team performance (assignments) (10%) 5.期中考Mid-term Exam (25%) 6.期末考Final Exam (30%) Both oral and written exams are given.	Grading	1.出席率與參與率Attendance & Participation (15%) (同學缺席超過三次且沒有請假,成績可能要注意了!Students who are absent more than three times will fail this course) 2.小考Quiz (10%) Students will be given quizzes at one week's notice. 3.課堂中口語練習Reading Aloud (10%) Students receive reading assignments once a week and practice reading them aloud in class. This oral exercise helps them with their pronunciation. 4.個人/團體作業Individual / team performance (assignments) (10%) 5.期中考Mid-term Exam (25%) 6.期末考Final Exam (30%) Both oral and written exams are given.
教師網頁	-		
教學內容	9月15日:Warm up: introduction to the corse 9月22日 Unit 1 I work at a hotel 9月29日 Unit 2 When will you be arriving? 10月6日 Unit 3 Welcome to the Fan Palm Hotel 10月13日 Unit 4 Here's your room 10月20日 Unit 5 How can I help you? 10月27日 Unit 6 It's on the second floor 11月3日:期中考 The Midterm Exam (Good Luck!!) 11月10日 Unit 7 Are you enjoying your Stay? 11月17日 Unit 8 May I take a message? 11月24日 Unit 9 Here's your menu 12月1日 Unit 10 May I take your order? 12月8日 Unit 11 I'll do that right now 12月15日 Unit 12 How would you like to pay?	Syllabus	9月15日:Warm up: introduction to the corse 9月22日 Unit 1 I work at a hotel 9月29日 Unit 2 When will you be arriving? 10月6日 Unit 3 Welcome to the Fan Palm Hotel 10月13日 Unit 4 Here's your room 10月20日 Unit 5 How can I help you? 10月27日 Unit 6 It's on the second floor 11月3日:期中考 The Midterm Exam (Good Luck!!) 11月10日 Unit 7 Are you enjoying your Stay? 11月17日 Unit 8 May I take a message? 11月24日 Unit 9 Here's your menu 12月1日 Unit 10 May I take your order? 12月8日 Unit 11 I'll do that right now 12月15日 Unit 12 How would you like to pay?

	12月22日 Oral Presentation 12月29日 Oral Presentation 1月5日:The Final Exam 學期考(Good Luck!!!)		12月22日 Oral Presentation 12月29日 Oral Presentation 1月5日:The Final Exam 學期考(Good Luck!!!)
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