

朝陽科技大學 097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	3595	Course Number	3595
授課教師	楊麗錦	Instructor	YANG, LI CHIN
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	Helgesen, M. & Adams K. (1996). Office File. Hong Kong: Pearson Education Asia Supplementary materials from Journals, newspapers, or websites	Teaching Materials	Helgesen, M. & Adams K. (1996). Office File. Hong Kong: Pearson Education Asia Supplementary materials from Journals, newspapers, or websites
成績評量方式	出席率：15% (ps.無故缺席3次，將會影響期末成績) 課堂表現：15% 期中專題報告：30% 期末考試：40%	Grading	Attendance：15% Class Participation：15% Midterm Project：30% Final Exam：40%
教師網頁	-		
教學內容	本課程將透過生活化的題材、對話等內容來培養學生的口語能力及批判思考力。 課堂中將透過分組討論、角色扮演及影片欣賞使學生進一步強化聽說讀寫的能力。 教材內容以職場英語會話包含搭機旅遊、旅館住宿、電話應答、信件書寫，並透過補充教材，提供學生跨文化的思考。	Syllabus	This course will provide ample opportunities to raise students' English oral ability and critical thinking in terms of the contents of dialogue. Students are required to participate in this class actively. Pair-work, role-play and presentation will be provided to help students develop their four skills so as to express their own thoughts and ideas related to this course.

尊重智慧財產權，請勿非法影印。