朝陽科技大學 097學年度第2學期教學大綱
Workplace English 職場英語

當期課號	0321	Course Number	0321
授課教師	林雅文	Instructor	LIN,YA WEN
中文課名	職場英語	Course Name	Workplace English
開課單位	校訂選修(日間部)	Department	
修習別	選修	Required/Elective	Elective
學分數	2	Credits	2
課程目標	英文能力已經是職場必備的基本能力,本課程的教學目標主要在訓練學生職場上所遇到的各種情境的英文會話,讓學生具備基本工作場合所需的英文應對能力。	Objectives	The course aims to provide students with the solid training of communication in a workplace. This course covers the most common situations that they will encounter in a workplace. Students will be asked to do hands-on practice every class in order to improve their speaking skills and build up a good foundation.
教材	Business Focus Handouts will be provided if necessary	Teaching Materials	Business Focus Handouts will be provided if necessary
成績評量方式	Midterm Exam 25% Fina exam 25 % Presentation 10 % In class performance and attendance 20% Quizez and assignment 20%	Grading	Midterm Exam 25% Fina exam 25 % Presentation 10 % In class performance and attendance 20% Quizez and assignment 20%
教師網頁	_		
教學內容	Week 1 Company facts and activities Week 2 Company facts and activities Week 3 Development of products and serices Week 4 Development of products and serices Week 5 Company visit travel Week 6 Company visit travel Week 7 Job benrfits and recruitment Week 8 Job benrfits and recruitment Week 9 Midterm exam Week10 Customer service Week11 Customer service Week12 Ordering and delivering Week13 Ordering and delivering Week14 Job interview Week15 Job interview Week16 Presentation Week17 Presentation Week18 Final exam	Syllabus	Week 1 Company facts and activities Week 2 Company facts and activities Week 3 Development of products and serices Week 4 Development of products and serices Week 5 Company visit travel Week 6 Company visit travel Week 7 Job benrfits and recruitment Week 8 Job benrfits and recruitment Week 9 Midterm exam Week10 Customer service Week11 Customer service Week12 Ordering and delivering Week13 Ordering and delivering Week14 Job interview Week15 Job interview Week16 Presentation Week17 Presentation Week18 Final exam

尊重智慧財產權，請勿非法影印。