朝陽科技大學 097學年度第2學期教學大綱
Workplace English 在職英文

當期課號	3060	**Course Number**	3060
授課教師	廖苑君	**Instructor**	,
中文課名	在職英文	**Course Name**	Workplace English
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	Business Basics	**Teaching Materials**	Business Basics
成績評量方式	出席率: 20% 小考: 20% 期中考: 25% 期末考: 35%	**Grading**	Participation: 20% Quizzes: 20% Mid-Exam: 25% Final Exam: 35%
教師網頁	_		
教學內容	本課程專爲職場英文設計。課程將探討職場中常用之英語會話，針對不同議題將有不同會話主題。課程中將會配合所使用之教材做適當的生字和口語練習；口語、聽力，以及相關文法概念皆爲課程重點。因應教材中的各類主題，相關生活詞彙將會作爲額外之補充。	**Syllabus**	This class is designed for students with an interest in business English. The goal of the course is to provide students general issues in the business world and focuses on business English that might be used in specific situations. There is a strong emphasis on speaking and listening throughout the course, and the practice activities in each lesson are provided frequently as well. Useful vocabulary and basic English grammar rules are also the key focuses of this class.

尊重智慧財產權，請勿非法影印。