朝陽科技大學 097學年度第2學期教學大綱
English Conversation in the Workplace 在職英語會話

當期課號	3145	Course Number	3145
授課教師	趙丕慧	Instructor	,
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	Survival English-International Communication for Professional People (by Peter Viney)	Teaching Materials	Survival English-International Communication for Professional People (by Peter Viney)
成績評量方式	出席率,小考及作業:40% 期中考: 30% 期末考:30%	Grading	Participation, quizzes and homework: 40% mid-term: 30% final exam: 30%
教師網頁			
教學內容	電話對話,機場抵達出關相關對話,遺失行李,問路,美式早餐,進階對話聊天,描述人,預約飯店,抱怨,邀請,租車,經驗分享等主題對話.相關文法:形容詞,副詞,時態,被動態.	Syllabus	Telephone conversation, Airport arrival, Lost baggage, Breakfast in American, Making conversation, Describing people, Reservations, Complaints, Invitations, Car rental, Experiences. Grammar: adjectives, adverbs, present/past tense, passive.

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