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	3221	Course Number	3221
授課教師	張惠環	Instructor	Chang,Hui Huan
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	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	2月23日 Unit 7 Are you Enjoying Your Stay 3月2日 Unit 7 Are you Enjoying Your Stay 3月9日 Unit 8 May I Take your Menu 3月16日 Unit 8 May I Take your Menu 3月23日 Unit 9 Here's your menu 3月30日 Unit 9 Here's your menu 4月6日 Unit 3 Review: 7-9 4月13日 4/13-4/18 Mid-term Exam (Good Luck!!) 4月20日 Unit 10 May I Take your Order? 4月27日 Unit 10 May I Take your Order? 5月4日 Unit 11 I'll Do That Right Now 5月11日Unit 11 I'll Do That Right Now 5月18日 Unit 12 How Would You Like to Pay? 5月25日 Unit 12 How Would You Like to Pay?	Syllabus	2月23日 Unit 7 Are you Enjoying Your Stay 3月2日 Unit 7 Are you Enjoying Your Stay 3月9日 Unit 8 May I Take your Menu 3月16日 Unit 8 May I Take your Menu 3月23日 Unit 9 Here's your menu 3月30日 Unit 9 Here's your menu 4月6日 Unit 3 Review: 7-9 4月13日 4/13-4/18 Mid-term Exam (Good Luck!!) 4月20日 Unit 10 May I Take your Order? 4月27日 Unit 10 May I Take your Order? 5月4日 Unit 11 I'll Do That Right Now 5月11日Unit 11 I'll Do That Right Now 5月18日 Unit 12 How Would You Like to Pay? 5月25日 Unit 12 How Would You Like to Pay?

	6月1日 Oral Presentation 6月8日 Oral Presentation 6月15日:The Final Exam 6/15-6/20 期末考試 (Good Luck!!!)		6月1日 Oral Presentation 6月8日 Oral Presentation 6月15日:The Final Exam 6/15-6/20 期末考試 (Good Luck!!!)

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