朝陽科技大學 098學年度第1學期教學大綱
Workplace English 職場英語

當期課號	0284	Course Number	0284
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	Get Ready for Business Book Two	Teaching Materials	Get Ready for Business Book Two
成績評量方式	期中考25 % 期末考25 % 口語報告25% 課堂表現 25%	Grading	Midterm Exam 25% Final Exam 25* Oral Presentaion 25% In class performance 25%
教師網頁	_		
教學內容	課程內容包括公司及產品介紹、會議英文、出差英文、表達贊成與反對意見、表達感謝、抱怨、面試英文,電子郵件閱讀.....等。 另外，本學期作業有二次口語報告及履歷表寫作	Syllabus	Week1. Introduction -greeting -company departments & history -welcome a visitor Week. 2 Daily routine -How often -Daily routine Week3 Introduce products -advantages and disadvantage -offer discount -comparative and superlative Week4 Oral presentation – introduce a product Week 5 Phone English -make an appointment -cancel/reschedule an appointment -leave a message Week 6 Email reading Email abbreviation Week 7 In a meeting -express agreements and disagreements -give praises Week 8 Oral presentation: In-class debate Week 9 Midterm Exam Week 10 Deal with angry clients Week 11 Giving a presentation -describe a chart/graph -ask and answer questions in a presentation Week 12 A business trip -Confirm the itinerary -Giving / Asking for directions -At the customs Week 13 Public speaking -introduce a keynote speaker -Awards ceremony -express appreciation Week 14 Interview English Resume writing Week 15

			Case Study- The right skills Week 16 Case Study- Theory X and Theory Y Week17 Final presentation Week18 Final Written Exam

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