朝陽科技大學 098學年度第1學期教學大綱
Meeting Practice in English 會議英文與演練

當期課號	2389	Course Number	2389
授課教師	張淑媛	Instructor	CHANG,SHU YUAN
中文課名	會議英文與演練	Course Name	Meeting Practice in English
開課單位	應用外語系(四日)四A	Department	
修習別	選修	Required/Elective	Elective
學分數	3	Credits	3
課程目標	本課程是以國際商業會議爲練習主題，再加上國際會議禮儀及規範之訓練，以模擬實際開會爲主要練習方式，使同學能熟練國際會議之狀況。英文訓練亦爲課程之重點。	Objectives	We’re going to create the environment for students to simulate the international business meetings. We’d like to have different business themes to discuss in our meetings. Furthermore, international meetings manners are also the points of training. Basic business concepts are also the training points through these simulation meetings. English will be our communication language during the meetings.
教材	Meetings(暫訂)	Teaching Materials	
成績評量方式	期中考 25% 期末考 25% 口頭報告 25% 平時成績(課堂參與,出席及小考) 25%	Grading	Mid-term exam 25% Final term exam 25% Oral report 25% Class participation 25%
教師網頁	_		
教學內容	除課堂授課外,並以討論方式來加強學生概念,學生需做口頭報告.	Syllabus	Class teaching and discussion students will do oral presentation in class

尊重智慧財產權，請勿非法影印。