

朝陽科技大學 098學年度第1學期教學大綱
Workplace English 在職英文

當期課號	3193	Course Number	3193
授課教師	陳政河	Instructor	Cheng,ho Chen
中文課名	在職英文	Course Name	Workplace English
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	Basic Survival(International Communication for Professional People) by Peter Viney MACMILLAN	Teaching Materials	Basic Survival(International Communication for Professional People) by Peter Viney MACMILLAN
成績評量方式	期中考30% 期末考30% 課堂表現及作業40%	Grading	Mid-term exam 30% Final exam 30% In-class performance & assignment 40%
教師網頁	-		
教學內容	1.On board 2.In-flight meals 3.Landing card 4.Welcome to the U.S.A. 5.Baggage in hall 6.A ride downtown 7.Hotel check-in 8.An appointment 9.Breakfast buffet 10.Hotel reception 11.City guide 12.Cocierge desk 13.Wrong number 14.A taxi ride 15.Introductions 16.Itineraries 17.Victors 18.Connections 19.Fast food 20.Gift store 21.Small talk 22.Routines 23.Your company 24.Lunch 25.Dealing with problems 26.Arrangements 27.Meeting people 28.About yourself 29.Phone systems 30.Polite inquires	Syllabus	1.On board 2.In-flight meals 3.Landing card 4.Welcome to the U.S.A. 5.Baggage in hall 6.A ride downtown 7.Hotel check-in 8.An appointment 9.Breakfast buffet 10.Hotel reception 11.City guide 12.Cocierge desk 13.Wrong number 14.A taxi ride 15.Introductions 16.Itineraries 17.Victors 18.Connections 19.Fast food 20.Gift store 21.Small talk 22.Routines 23.Your company 24.Lunch 25.Dealing with problems 26.Arrangements 27.Meeting people 28.About yourself 29.Phone systems 30.Polite inquires

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