

朝陽科技大學 098學年度第1學期教學大綱
English Conversation in the Workplace 在職英語會話

當期課號	3673	Course Number	3673
授課教師	李定芳	Instructor	LEE,TING FANG
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	DOWNTOWN 2 English for Work and life by Edward J. McBride, Thomson Press	Teaching Materials	DOWNTOWN 2 English for Work and life by Edward J. McBride, Thomson Press
成績評量方式	課堂參與表現 - 20% *出席 *互動 台上演出 - 20% 期中考 - 30% 期末考 - 30%	Grading	Class Participation: - 20% -attendance -interaction Presentation - 20% Midterm Exam - 30% Final Exam - 30%
教師網頁	-		
教學內容	第一週 課程簡介 第二週 第一章 First Day at Work (a Computer Animator) 第三週 Self/Family Introduction 第四週 第二章 Neighborhood/What do you do at work? (a Mail Carrier) 第五週 第三章 What would you like? (Waitress) 第六週 第五章 Talk about the Past events 第七週 What Did You Do on That Job? (a Store Manager) 第八週 台上演出I/複習 第九週 期中考 第十週 第六章 Free Time 第十一週 I Work at a Travel Agent.(a Travel Agent Assistant) 第十二週 第七章 Customer Service (a Sales Clerk) 第十三週 第八章 Safety Rules/Health & Safety Emergencies(a Nurse) 第十四週 第九章 On the Job/An Office Assistant 第十五週 國定假日(停課一次) 第十六週 第十章 The Job Interview 第十七週 台上演出II/複習 第十八週 期末考	Syllabus	Week1 Orientation & Introduction Week2 Chapter1 Self/Family Introduction Week3 First Day at Work (a Computer Animator) Week4 Chapter2 Neighborhood/What do you do at work? (Mail Carrier) Week5 Chapter3 What would you like?(Waitress) Week6 Chapter5 Talk about the Past events Week7 What Did You Do on That Job? (Store Manager) Week8 Presentation I/Review Week9 Midterm Exam Week10 Chapter6 Free Time Week11 I Work at a Travel Agent.(Travel Agent Assistant) Week12 Chapter7 Customer Service (a Sales Clerk) Week13 Chapter8 Safety Rules/Health & Safety Emergencies(a Nurse) Week14 Chapter9 On the Job/An Office Assistant Week15 National Holiday (no class) Week16 Chapter10 The Job Interview Week17 Presentation II/Review Week18 Final Exam

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