

朝陽科技大學 098學年度第2學期教學大綱  
Workplace English 職場英語

當期課號	0325	Course Number	0325
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	Business Benchmark:pre-intermediate to intermediate	Teaching Materials	Business Benchmark:pre-intermediate to intermediate
成績評量方式	期中考25 % 期末考25 % 口語報告25% 出席率及課堂表現 25%	Grading	Midterm Exam 25% Final Exam 25* Oral Presentaion 25% Attendance and 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 請注意: 1.欲修習本課程需具有相當於英檢初級程度。 2.本課程專為即將進入職場的同學設計,因此需要學生熱切地參與討論。因此,在選修之前請考慮自身的課業負擔,再做決定。	Syllabus	W1: Introduction W2:U13: Developing contacts W3:U21: Job applications W4:U22: Recruitment W5:U1: The working day W6:U3:Company History W7:U8: Advertising and marketing W8:Oral Exam –promotion campaign W9:Midterm Exam W10:U6: Processes and procedures W11:U7: Distribution and delivery W12:U9: Making arrangements W13:U10: Transport W14:U11: Business accommodations W15:U17: Describing statistics W16:Case study W17:Final Oral Presentation W18:Final Exam written

尊重智慧財產權，請勿非法影印。