

**朝陽科技大學 098學年度第2學期教學大綱**  
**English for Receiving Guests 接待英文**

<b>當期課號</b>	3350	<b>Course Number</b>	3350
<b>授課教師</b>	張瑞琇	<b>Instructor</b>	CHANG,JUI HSIU
<b>中文課名</b>	接待英文	<b>Course Name</b>	English for Receiving Guests
<b>開課單位</b>	休閒事業管理系(四進)三A	<b>Department</b>	
<b>修習別</b>	選修	<b>Required/Elective</b>	Elective
<b>學分數</b>	3	<b>Credits</b>	3
<b>課程目標</b>	協助學生了解休閒產業各種接待場合專業英語情境並建構該情境專業服務之英語對話能力。	<b>Objectives</b>	This course is planned to help students to prepare for a career in the hospitality industry, each unit focuses on a particular job in a hotel or restaurant or other tourism business. Useful language for a real working situation is presented and practices in class.
<b>教材</b>	OXFORD ENGLISH FOR CAREER--TOURISM 1 ROBIN WALKER & KEITH HARDING OXFORD UNIVERSITY PRESS	<b>Teaching Materials</b>	OXFORD ENGLISH FOR CAREER--TOURISM 1 ROBIN WALKER & KEITH HARDING OXFORD UNIVERSITY PRESS
<b>成績評量方式</b>	20% Active participation 上課參與 40% Presentations and assignments 作業報告 40% tests 考試	<b>Grading</b>	20% Active participation 40% Presentations and assignments 40% tests
<b>教師網頁</b>	-		
<b>教學內容</b>	1.本課程乃針對觀光休閒產業中各主要情境，來培養學生英語之應對進退之國際禮儀能力，並開拓其世界觀。 2.學生能閱讀國外相關資料，培養觀光旅遊人員所需之飯店、旅館、機場、通關之英語基本會話能力，以及各國文化、習俗、旅遊景點、風俗文物相關訊息。 3.培養出國旅遊獲得通過導覽解說考照所需之基本會話能力、以及閱讀觀光、旅遊資訊、文化交流之能力。	<b>Syllabus</b>	English for travel agents, tour operators, tourism organisations and tourist boards • Types of holiday and transport. • Telephone language  • Current topics related to the travel industry.

尊重智慧財產權，請勿非法影印。