

**朝陽科技大學 098學年度第2學期教學大綱**  
**Advanced Business English 進階商用英文**

<b>當期課號</b>	7099	<b>Course Number</b>	7099
<b>授課教師</b>	李宜玲	<b>Instructor</b>	LI, YI LING
<b>中文課名</b>	進階商用英文	<b>Course Name</b>	Advanced Business English
<b>開課單位</b>	休閒事業管理系碩士班一A	<b>Department</b>	
<b>修習別</b>	必修	<b>Required/Elective</b>	Required
<b>學分數</b>	0	<b>Credits</b>	0
<b>課程目標</b>	本課程授課目標在於協助協學生熟悉職場實用之英語字彙，文件表單、專有名詞和常用對話，以提升學生商用英語能力。除了單元主題課程講授外，課程並設計了小組討論及情境練習等活動，協助學生藉由實際操作練習，建構流暢的職場英語溝通能力。	<b>Objectives</b>	The objective of this course is to enhance students' business English capability through helping students to familiar with the vocabularies, documents, professional terms and conversation sentences. In addition to lecturing, group discussion and scenario role played are applied to help students to fluently communicate in the workplace with English.
<b>教材</b>	1. New TOEIC 多益攻略小套組-長春藤-賴世雄 2. English for International Tourism- Jacob&Strutt-Longman	<b>Teaching Materials</b>	1.1. New TOEIC 多益攻略小套組-長春藤-賴世雄 2. English for International Tourism- Jacob&Strutt-Longman
<b>成績評量方式</b>	15% participation 60% role play 25% examination	<b>Grading</b>	15% participation 60% role play 25% examination
<b>教師網頁</b>	<a href="http://www.cyut.edu.tw/~yiling">http://www.cyut.edu.tw/~yiling</a>		
<b>教學內容</b>	1.增進學生英語檢定應試能力 2.針對旅遊歷程與情境培養學生英語聽說讀寫各項所需的能力 3.理解國人重要旅遊國家之風俗、民情、文化、習俗、景點等相關旅遊專業知識並有能力以英文解說、溝通、導覽與處理旅遊中常見的各種狀況。	<b>Syllabus</b>	1. helping student prepare for attending English capability evaluation test 2. improving the reading, writing, speaking and listening capabilities which are useful while traveling overseas. 3. enhancing the necessary English communication capability and knowledge as a professional tour guide、leader or operator.

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