朝陽科技大學 099學年度第1學期教學大綱
Workplace English 職場英語

當期課號	0357	Course Number	0357
授課教師	薛珍華	Instructor	HSUEH,CHEN HUA
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	Get Ready for Business / Macmillam 書林出版社	Teaching Materials	Get Ready for Business / Macmillam 書林出版社
成績評量方式	小考 25% 作業 25% 期中考(口試)25% 期末考(簡報)25%	Grading	Quizzes 25% Assignments 25% Midterm (oral) 25% Final (presentation)25% Class Rules- No food No cell phone No late homework Be punctual! Attendance required. Absance 3 times, out of class.
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.本課程專爲即將進入職場的同學設計，因此需要學生熱切地參與討論。(初爲個人.後來則爲小組) 因此，在選修之前請考慮自身的課業負擔，再做決定。	Syllabus	W1: Course Introduction W2: Greeting & Knowing Classmates W3: Job Applications W4: Recruitment W5: The working day W6: Company History W7: Advertising and marketing W8: Promoting Products W9: Midterm Exam - Hire Me! W10: Travel Schedule W11: Budgeting W12: Meeting Minutes W13 Making one-day arrangements W14: Transport W15: Business accommodations W16: Case study W17: Visiting an Exhibition W18: Final Exam - Buy me!

尊重智慧財產權，請勿非法影印。