

朝陽科技大學 099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	3283	Course Number	3283
授課教師	吳采玲	Instructor	Wu, Grace
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	1. Business Venture N/e SB 1 2. 英文文法網站練習 3. 補充閱讀技巧教材	Teaching Materials	Tactics for Listening
成績評量方式	1. 期中考: 30% 2. 期末考: 30% 3. 2次小考及出席: 40%	Grading	1. Mid-term: 30% 2. Final: 30% 3. Quizzes and Attendance: 40%
教師網頁	-		
教學內容	1. 以video增強學生的聽與說 2. 課堂上鼓勵學生以英文發問和回答 3. 英文文法網站介紹與練習	Syllabus	Week 1 9/17 Introduction Week 2 9/24 Unit 1 New Friends, New Faces Week 3 10/1 Unit 2 Express Yourself Week 4 10/8 Unit 3 What do we need?  Week 5 10/15 Quiz 1 Week 6 10/22 Unit 4 Around the world Week 7 10/29 Unit 5 Vacation Week 8 11/5 Unit 6 All about You Week 9 11/12 期中考 Week 10 11/19 Unit 7 Change Week 11 11/26 Unit 8 Heroes Week 12 12/3 Unit 9 The Mind Week 13 12/10 Quiz 2 Week 14 12/17 Unit 10 Your Health Week 15 12/24 Unit 11 It's Amazing! Week 16 12/31 Unit 12 The Movie Week 17 1/7 Review Week 18 1/14 Final Exam 期末考

尊重智慧財產權，請勿非法影印。