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②國玄東華大學

教學計劃表 Syllabus

課程名稱(中文) Course Name in Chinese	職場英語			學年/學期 Academic Year/Se	113/2		
課程名稱(英文) Course Name in English	Workplace English						
科目代碼 Course Code	LC62510	系級 Department 校核心 & Year		開課單位 Course-Offering Department	語言中心		
修別 Type	選修 Elective	學分數/時 Credit(s)/Hou		3.0/3.0			
授課教師 Instructor	/鄭岱芸						
先修課程 Prerequisite							

課程描述 Course Description

Course Description

(Level of English: Intermediate to Upper-Intermediate / maximum number of students: 30)

Telephoning, presentations, meetings, negotiations, business correspondence and social English are regarded as the most common business skills needed for job seekers. This course is especially designed for students wanting to learn the key business language necessary to participate in an international work environment. A broad range of topics are included such as human resources, job application and marketing. Through discussion and reading of authentic texts we learn about business concepts and developments in business. Special emphasis is placed upon building participants' communication skills. The exercises and tasks will allow them to apply the business knowledge and experience they already have. By doing these activities trainees will also have a taste of how tasks, speaking in particular, can be tackled in business English examinations, for instance, the Cambridge Linguaskill (formally called BULATS, Business Language Testing Service) and BEC (Business English Certificates) exams.

Note: If you have successfully enrolled on the course, it is important to attend the first class for a detailed course introduction.

課程目標 Course Objectives

培養英語簡報、英語面試技巧等職場英文運用能力

Developing English presentation, job interview and other relevant skills needed in workplace

	(校)核心能力 Learning Outcomes	課程目標與校核心能 力相關性 Correlation between Course Objectives and Basic Learning Outcomes
A	自主學習與創新思考Autonomous Learning and Creative Thinking	•
A	自主學習與創新思考Autonomous Learning and Creative Thinking	•
В	康健身心Physical Fitness and Mental Balance	
В	康健身心Physical Fitness and Mental Balance	
С	互動、溝通與解決問題Interactive Communication and Problem Solving	
С	互動、溝通與解決問題Interactive Communication and Problem Solving	
D	情藝美感Artistic Feeling and Aesthetic Perception	

D	情藝美	-感Artistic Feeling and Aesthetic Perception						
Е	文化素養與尊重差異Cultural Literacy and Respect for Differences							
E	文化素養與尊重差異Cultural Literacy and Respect for Differences							
F	在地關懷與公民責任Local Commitment and Civic Responsibility							
F	在地關	懷與公民責任Local Commitment and Civic Responsibility	0					
圖示言	圖示說明Illustration : ● 高度相關 Highly correlated ○中度相關 Moderately correlated							
	授課進度表 Teaching Schedule & Content							
週次	Week	內容 Subject/Topics	備註Remarks					
1	l	School starts_Course overview and needs analysis						
2	2	Unit 1: Staff development and training						
ć	3	Unit 2: Job descriptions and job satisfaction						
4	1	Talking about your job						
5	5	Job application documents						
6	3	Preparing a job interview						
7	7 Spring Break (no clas							
8	3	Practice and revision						
ę)	A simulated one-to-one interview (期中考試週 Midterm Exam)						
1	0	Business TV shows						
1	1	Unit 4: Making contact						
1	2	Business correspondence						
1	3	Unit 5: Breaking into the market						
1	4	Ditto						
1	15 Revision and preparation							
1	6 Final Project Presentation							
1	Final Project Presentation (期末考試週 Final Exam)							

Feedback and questions

教學策略 Teaching Strategies
✓ 課堂講授 Lecture ✓ 分組討論Group Discussion 參觀實習 Field Trip
▼ 其他Miscellaneous: <u>in-class activities</u> , <u>audio recordings and video</u>
教學創新自評Teaching Self-Evaluation
創新教學(Innovative Teaching)
▼ 問題導向學習(PBL) ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
■ 翻轉教室 Flipped Classroom ■ 磨課師 Moocs
社會責任(Social Responsibility)
□ 在地實踐Community Practice □ 產學合作 Industy-Academia Cooperation
跨域合作(Transdisciplinary Projects)
──跨界教學Transdisciplinary Teaching ──跨院系教學Inter-collegiate Teaching
▼ 業師合授 Courses Co-taught with Industry Practitioners
其它 other:

學期成績計算及多元評量方式 Grading & Assessments									
配分項目	配分比例	比例 多元評量方式 Assessments							
Items	Percentage	測驗 會考	實作 觀察	口頭 發表	專題 研究	創作 展演	卷宗 評量	證照 檢定	其他
平時成績 General Performance	50%								
期中考成績 Midterm Exam	20%								
期末考成績 Final Exam	30%								
作業成績 Homework and/or Assignments									
其他 Miscellaneous									

評量方式補充說明

Grading & Assessments Supplemental instructions

教科書與參考書目(書名、作者、書局、代理商、説明)

Textbook & Other References (Title, Author, Publisher, Agents, Remarks, etc.)

課程教材網址(含線上教學資訊,教師個人網址請列位於本校內之網址)

Teaching Aids & Teacher's Website(Including online teaching information.

Personal website can be listed here.)

Join our Google Classroom (dgq4cvc) for online discussions, learning materials and submitting your coursework (use your personal Gmail in case your school email runs out of space).

其他補充說明(Supplemental instructions)

Instructor: Lucia Tai-Yun CHENG Email: luciacheng@gms.ndhu.edu.tw

Comments from previous semesters:

老師上課很多元化,也很鼓勵同學,這是我最喜歡的地方

分組練習可以認識課堂上不同國家的外籍生,並學習如何用英文表達跟溝通

老師上課非常扎實也很實用,也能聽到各個同學不同的觀點

本身英文不太流利上起來也不會很有壓力。

Teacher is very great and professional, I can truly learn some English marketing skills and phrases in this class.

I enjoy that this class is very interactive and welcoming.

I like that learning is interactive as well as collaborative.

I like the use of the mock interview as a means of evaluation, highly effective.