



## 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/Semester	114/2
課程名稱(英文) Course Name in English	Workplace English			
科目代碼 Course Code	LC_62510	系級 Department & Year	校核心	開課單位 Course-Offering Department
修別 Type	選修 Elective	學分數/時間 Credit(s)/Hour(s)	3.0/3.0	
授課教師 Instructor	/鄭岱芸			
先修課程 Prerequisite				
課程描述 Course Description				
<p>Course Description (Level of English: Intermediate to Upper-Intermediate / maximum number of students: 30)</p> <p>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.</p> <p>Note: 1. If you have successfully enrolled on the course, it is important to attend the first class for a detailed course introduction. 2. Due to the nature of language learning and to ensure teaching quality, this course can only accept 30 students. Thank you for your understanding. (因課程設計需要，無提供加簽，非常抱歉。)</p>				
課程目標 Course Objectives				
<p>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</p>				
(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			●
B	康健身心Physical Fitness and Mental Balance			
B	康健身心Physical Fitness and Mental Balance			
C	互動、溝通與解決問題Interactive Communication and Problem Solving			
C	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	
E	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	○

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	School starts_Course overview and needs analysis	
2	Unit 1: Staff development and training	
3	Unit 2: Job descriptions and job satisfaction	
4	Talking about your job	
5	Job application documents	
6	CV-writing	
7	Preparing a job interview	
8	Practice and revision	
9	A simulated one-to-one interview (期中考試週 Midterm Exam)	
10	Business TV shows	
11	Unit 4: Making contact	
12	Business correspondence	
13	Unit 5: Breaking into the market	
14	Revision and preparation	
15	Final Project Presentation	
16	Final Project Presentation	
17	Self-directed learning week	
18	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: in-class activities, audio recordings and video

教學創新自評 Teaching Self-Evaluation

創新教學 (Innovative Teaching)

- 問題導向學習 (PBL)                       團體合作學習 (TBL)                       解決導向學習 (SBL)
- 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 Industry-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:

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學期成績計算及多元評量方式 Grading & Assessments

配分項目 Items	配分比例 Percentage	多元評量方式 Assessments							
		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(含出缺席) General Performance (Attendance Record)	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、說明)

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 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)

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