

國立勤益科技大學 語言中心 110學年度第 1學期

■課程大綱【 尊重智慧財產權，請使用合法教科書，不得非法影印！】

部別 Department	四技日間部 4-year Bachelor	開課代碼 Course Code	WB18	授課教師 Instructor(s)	陳數紅 Sandy
科目名稱 Course Name	英文簡報技巧 English Presentation Skills	學分數 Credit	2.0	學時數 Hours	2.0
必/選修 Required/Elective	選修 Elective	開課單位 Course Department	語言中心 Language center	開課年級 Grade	
開課學期 Sememster	1	全程外語授課 Foreign language tecahing entirely	是(Y)	主要授課語言 Main language	英語
先修課程 Prerequistites	無				
優質課程類別 Course attributes	一般課程 工業 4.0 課程 General Courses Industry 4.0				
課程與校核心能 力關聯 Core competence	表達溝通能力 創意創新能力 Communication and Presentation Skill Innovation Skill				
課程與系核心能 力關聯 Department core competence					
教科書 Textbook					
參考書目 Other References					
Speech Communication Made Simple 2					
Speech Communication Made Simple 2					
Presentation skills : the essential guide for students /					
Fun學英文簡報:商務簡報技巧&範例					
評量方式 Evaluation					
出席：20%，平時成績40% (1. language practice 2. presentation) ，期中報告：20%，期中報告20%					
Participation: 20%, classroom discussions and exercises: 40%, midterm presentation 20%, final presentation: 20%					
課程目標 Course objectives					
本課程提供學生英文簡報發表技巧，英語簡報詞彙的學習。強調英語口說的能力，所以課程中有大部份的時間全程使用英語討論。					
內容綱要 Course Outline					
本課程提供學生一些可以在各種不同場合如課堂，講座或商業相關的領域的簡報技巧。課程包含英語詞彙的學習如開場及結尾，內容發表的注意事項，簡報製作和舞台恐懼的處理。簡報的練習有分組也有個別發表。此外，我					

們會看一些別人發表的影片，探討什麼構成一場好的演講。除了期中期末的主題報告，每個單元還會有簡報技巧的練習，如音調，發音練習、資料收集，大綱擬定等。

Textbook & Grading	<p>1. Textbook: <b>Speech Communication Made Simple 2</b></p> <p>2. 出席: 20% (absent -10 each, 6 times, 0%) 平時成績40% (1. Class participation and discussion 10% 2. Class activities 30% ), 期中報告: 20%, 期中報告20%</p>	
week	Wed	Schedule
Week 1	Sept. 15	Course introduction, syllabus
Week 2	22	Course introduction, syllabus preparing for your presentation/ English vocabulary for Opening and closing, greetings or small talk
Week 3	29	<b>language practice:</b> greeting, self-intro and draw audience' s attention, starting your purpose, effective openings or humorous openings/ <b>class activity 1: self-introduction</b> (oral and writing)
Week 4	Oct. 6	<b>language practice:</b> greeting, self-intro and draw audience' s attention, starting your purpose, effective openings or humorous openings/ <b>class activity 1: self-introduction</b> (oral and writing)
Week 5	13	Steps of preparing presentations, including format / tips to develop confidence in speaking, deal with stage fright [chapter 1] <b>activity 2: introduce a classmate</b>
Week 6	20	Chapter two: Dos and don' ts of presentations such as dressing, posture, voice, gestures, eye contacts / <b>voices and body gestures</b> , language formal/ informal, <b>activity 3:</b> paragraph readings or a story that makes your audience happy, sad, scary or afraid [chapter 2]
Week 7	27	Chapter two: Dos and don' ts of presentations such as dressing, posture, voice, gestures, eye contacts / <b>voices and body gestures</b> , language formal/ informal, <b>activity 3:</b> paragraph readings or a story that makes your audience happy, sad, scary or afraid [chapter 2]
Week 8	Nov. 3	outline/ reporting on research/ [ chapter 3, page 43 outline] / defining type, objective and method, turn mind map into an outline/ narrative, informative speech, persuasive speech, entertaining speech, impromptu speech, debate
Week 9	10	<b>Midterm: 1. a person (thing, device, organization, website...) you should know (have), 2. a three-minute speech about a memorable experience,</b>
Week 10	17	exploiting visuals: visual aids [chapter 4] format, condense your speech, bullet points, graphs, diagrams
Week 11	24	<b>Activity 4:</b> making visual aids (add visual aids to a story) or <b>telling a joke</b> with the help of visual aids (how to use visual aids to catch audience' s attention)
Week 12	Dec. 1	chapter 5 informative speech: how to choose a topic, audience analysis, references, presentation aids, how to organize your presentation logically
Week 13	8	Language practices: pauses and video clips: Vincent Practice Time control and clear speech, Examples of good and bad presentations: clips <b>Activity 5</b> : introduce a good speaker. Explain: why you think he or she is

		good.
Week 14	15	[chapter 6 interpersonal communication] Q&A sections, language for Q&A time, closing. Practice being assertive.
Week 15	22	<b>Language practice: sayings with two-word clusters and linking (p152)</b> <b>Activity 6:</b> job-interview role play
Week 16	29	Chapter 9 persuasive language: speaking to persuade/ formulate persuasive claims for topic. How to analyze audience and choose a topic/ Language practice: word and sentence contrast
Week 17	Jan. 5	Chapter 9 persuasive language: speaking to persuade/ formulate persuasive claims for topic. How to analyze audience and choose a topic/ Language practice: word and sentence contrast
Week 18	12	<b>Final presentations:</b> 1. Persuasive language: bring up a controversial topic and persuade others to adopt your position 2. I would like to teach you about... / teach methods of learning it and explain why it is useful or helpful to learn it.

### 備註 Note

### 教學進度 Course schedule

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自編教材 Self-compiled textbook

使用Speech Communication Made Simple 2 教課書

符合智財規範 Compliance with Intelletual property

已符合智財規範。