

國立勤益科技大學 語言中心 111學年度第 2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	WA81	授課教師 Instructor(s)	任秀林
科目名稱 Course Name	職場英文 Workplace English	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 Semester	2	全程外語授課 Foreign language Teaching entirely	是(Y)	主要授課語言 Main language	英語
先修課程 Prerequisite course(s)					
若啟動遠距之授課方式 if distance learning is necessary, the teaching methods would adjust as follows	GOOGLE MEET 遠距授課網址： <a href="https://meet.google.com/vrc-udih-gqx">meet.google.com/vrc-udih-gqx</a>				
優質課程類別 Course attributes	一般課程 工作（ 職場 ）倫理課程 General Courses Career Ethics				
課程與校核心能力關聯 Core competence	表達溝通能力 專業實務能力 Communication and Presentation Skill Professional Practice Skill				
課程與系核心能力關聯 Department core competence					
SDGs永續發展目標 The course relates to SDGs items	SGD14 水下生命 SDG07 可負擔的潔淨能源 SGD11 永續城市與社區 SDG03 良好健康和福祉 SGD16 和平正義與有力的制度 SDG05 性別平等 SGD12 負責任的消費與生產 SGD13 氣候行動 SDG02 消除飢餓 SDG01 消除貧窮 SDG09 產業創新與基礎設施 SGD15 陸域生命 SDG08 尊嚴就業與經濟發展 SGD10 減少不平等 SGD17 夥伴關係 SDG06 潔淨水與衛生 SDG04 優質教育				

**教科書 Textbook****參考書目 Other References**

English @Work

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**評量方式 Evaluation**

Attendance: 20%, Interaction: 20%, Midterm exam: 30%, Final exam: 30%.

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**課程目標 Course objectives**

The aim of the course is to help students to develop four language skills used in workplace as professional expression with others. The proper language form trained in course is through conversations and reading material which have effective workplace communication such as contact to clients, welcome the new comer, and situations at workplace.

**內容綱要 Course Outline****課程敘述與目標**

本課程訓練學生面對一般在職場常見的情況, 學生必須學習相關的單字以及一些職場社交的用詞

**Course Description and Goals**

The learning goal of this class is to prepare students for all kinds of possible scenarios in workplace. Students will be expected to learn related vocabularies and the language of socializing in real-life business situations.

**備註 Note****教學進度 Course schedule**

Week 1: Welcome to class and an introductory to the course

Week 2-3: Looking for opportunity

Week 4-5: Getting the job (Oral test is given)

Week 6-7: The first day at work

Week 8-9: Reviewing the course and midterm exam is given

Week 10-11: Holding a Meeting

Week 12-13: Oral test is given and presentation in public

Week 14-15: Making a purchase

Week: 16-17: An office party

Week: 18-19: Writing assignment is due and Final exam is given.

**自編教材 Self-compiled textbook**

使用專業英文教材

**符合智財規範 Compliance with Intellectual property**

已符合智財規範。