

國立勤益科技大學 語言中心 109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	WA80	授課教師 Instructor(s)	任秀林
科目名稱 Course Name	辦公室英語 Office 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 Sememster	2	全程外語授課 Foreign language teaching entirely	否(N)	主要授課語言 Main language	英語
先修課程 Prerequistites					
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					
<b>教科書 Textbook</b>					
Workplace English 1 /Courtney Hall 鄭俊琪 2015 ISBN:978-986-441-000-2					
<b>參考書目 Other References</b>					
Workplace English 1					
The Book of TOEIC preparation					
<b>評量方式 Evaluation</b>					
Class Interaction: 20%					
Midterm Examination : 30%					
Final Examination: 30%					
Quiz: 20%					
Class Interaction: 20%					
Midterm Examination : 30%					
Final Examination: 30%					
Quiz: 20%					
<b>課程目標 Course objectives</b>					
The course is to provide students with practical speaking skill for communicating with others in the office, including personnel administration, negotiations, and solving problem. Speaking skill					

will be modeled, practiced and evaluated.

## 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

### 課程進度與內容

(授課進度表)

週次	教學與作業進度
1	Welcome and Introduce the Course
2	Meeting for the First Time
3	Role play is given to every team
4	Review and Telephoning
5	English Corner & Assignment is due
6	Welcome a Newcomer Quiz is given
7	Set up the Company' s Rules
8	Writing practice
9	Midterm examination is given
10	Practice the small talk
11	Quiz is given and assignment is due
12	Office Issues Performance of Role-plays
13	English Corner and Review
14	Writing about meeting notice
15	Writing meeting Minutes
16	Writing quiz is given
17	Oral presentations

18	Final exam is given	

**自編教材 Self-compiled textbook**

Using a professional English textbook including interesting discussion topics, key vocabulary and phrase explanatios are benefit for learners.

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