

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	WA84	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	1	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					
教科書 Textbook					
參考書目 Other References					
Office English 2					
Office English 2					
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 office English is prepared for students who may use the professional language in career in the future. Opening discussion is the key of the course stated objectives and practical dialogues in typical business environment. The course will tool students to feel comfortable conversing in workplace English.					
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 and Introductory to the course

Week 2-3: Meeting for the first time

Week 4-5: Telephoning (oral test is given)

Week 6-7: Welcoming a newcomer

Week 8-9: Small Talk and Midterm is given

Week 10-11: Office issue

Week 12-13: Oral test is given and writing practice

Week 14-15: Arranging a meeting

Week 16-17: Email practice

Week 18: Final exam is due

**自編教材 Self-compiled textbook**

使用業界專業英文教材

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

已符合智財規範。