

長庚科技大學

第\_\_\_\_\_學年度第\_\_\_\_學期\_\_實務情境英文\_科目教學規範

開課學制別/ 年級	二技四技通識選修 全年級	學分/ 時數	2	上課時數	2
課程說明	<p>“上班族不能不會的商務社交職場英語”是一本訓練學生聽、說、讀、寫的職場英語真實教材。在國際化的職場及商務環境中，大多數企業都非常重視員工的英語能力。而提升英語溝通能力也是學生長久以來的自我期許和目標。提升英語能力有助於日後職場的競爭力及國際移動力。本書涵蓋了一般在各種職場及商務場合所需要具備的四大主題、30 個題材單元，包括：「職場英語」、「出差英語」、「社交英語」、「商務英語」。讓同學在有趣的題材下，亦能學到相關知識，提升專業智能。配合圖解及 3D 動畫的教學，不僅活化上課氣氛亦提生學生學習的動機及活力。除此之外，跨學科的連接及不同主題的呈現，更能紮實學生得英文實力，可把英文靈活運用於工作職場中。</p> <p>“English for Today’ s Work Environment” is a four-skilled textbook with authentic teaching materials that are designed to help learners’ gain confidence in using working place English in everyday situations. In an international working place and business environment, most companies value their employee’ s English abilities. Improving English communication skills is also a long-term self-expectation and goal for students. Improving English skills will help the competitiveness of the learners’ future career and their international mobility. This book covers the four major themes and 30 units that include workplaces and business situations, such as: "Workplace English", "Travel English", "Social English", and "Business English". The interesting and practical lessons not only help learners raise their motivation in learning English but also help them broaden their horizon and increase their abilities in communication in their working place. With the picture vocabulary and CD-ROM instruction, learners’ cognition and learning energy will be enhanced. Besides that, cross-curricular connection/themes not only activate the class but also strengthen learner’ s capabilities in using English in their daily work.</p>				

教學目標	1. 練習口語及聽力技巧。 2. 學習不同情境的英文會話和口語俚語、片語及專用字彙。 3. 藉由背景知識的啟發以及主題討論與演練來幫助學生對不同日常生活主題產生興趣。 4. 提供有關美國及其他國家文化方面的資訊。 1.Train learners' listening and oral abilities 2.Learn daily conversation, phrases ,idioms and vocabulary about different situations 3.Increase learners' motivation and interests in learning daily English by ways of thematic discussion and group presentation 4.Provide cultural information about America or other countries
教學方式	1. 透過 CD-ROM 反覆聽力與對話練習，使學生對英文聽力及口說更有信心。 2. 經由小組討論、報告及角色扮演的的方式，強化學習與組織及理解能力以及增加學生開口機會。 3. 經由同儕對話演練，加強學生的發音並訓練其流利度。 4. 經由英語口試測試增進學習者英語口說的能力及自信心。 1.To heighten learners' confidence in oral and listening abilities by means of CD-ROM and conversation practices 2.Improve learners' reading comprehension, increase their oral proficiency and strengthen their systematic organization by ways of group discussion, group presentation and role playing. 3.Improve learners' pronunciation and increase their oral fluency by way of peer conversation. 4.Enhance learners' oral ability and confidence by dint of English oral tests
評分標準	1. 期中考口試測試 (20%)/ 期末考口試測試(20%) /小考(30%) 2. 小組口頭報告(10%) 3. 上課參與度(10%) 4. 英文會話演練及角色扮演(10%) 5. 當年度通過英文畢業門檻檢定(10%) The final term score includes the scores from oral tests of midterm(20%) and final(20%) Oral Test, quiz(30%), group presentation(10%), peer conversation and role playing(10%) and class participation(10%) plus English certificate(10%).
參考書籍	1.David Vickers & Michael Vergara (2010). <i>English for Life &amp; Work book 2</i> . Taipei :AMC Group. 2.New Collegiate English-Chinese Dictionary(1990). Taipei: Far East. 「遵守智慧財產權觀念」「不得非法下載、影印教科書作為課本使用」

授課教師： \_\_\_\_\_

年      月      日