

國立勤益科技大學 語言中心 110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	WA86	授課教師 Instructor(s)	任秀林
科目名稱 Course Name	職場英文 English for Workplace	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	否(N)	主要授課語言 Main language	英語
先修課程 Prerequisite course(s)					
優質課程類別 Course attributes	工作（ 職場 ） 倫理課程 一般課程 Career Ethics General Courses				
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>					
Travel Beyond Book 2 /Camille Lu Tung Hua 2021 ISBN:978-986-5522-37-7 Workplace English 3 /LiveABC editors LiveABC 2019 ISBN:978-986-441-2501					
<b>參考書目 Other References</b>					
Workplace Professionals English					
<b>評量方式 Evaluation</b>					
attendance: 40%					
Midterm: 30%					
Final exam: 30%					
<b>課程目標 Course objectives</b>					
The aim of course is geared towards business related subjects in order to help students have the chance to practice the skills of listening, speaking, reading and writing. The trade show, presentation, negotiations and signing a contract contain reinforcement activities and role-playing exercises which occur at workplace issues help students reach their goals in globalized world.					
<b>內容綱要 Course Outline</b>					
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

Weeks 1-2: course introduction and unit 5 begins

Weeks 3-4: Making a big sale

Weeks 5-6: Presentation, the core concepts

Weeks 7-8: Reviewing for midterm exam

Weeks 9-10: Negotiations

Weeks 11-12: Identifying "must" points and "give" points

Weeks 13-14: Signing a contract

Weeks 15-16: Going over a sales contract

Weeks 17-18: Reviewing final exam and final test is given

#### 自編教材 Self-compiled textbook

職場專業科目應以職場專業教材授課為宜。

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

已符合智財規範。