

南台科技大學 99 學年度第 1 學期課程資訊

課程名稱	商務簡報(A)
課程編碼	C0N25201
系所代碼	0C
開課班級	夜二技英語四甲
開課教師	柯謙君
學分	2.0
時數	2
上課節次地點	一 11 12 教室 N306
必選修	必修
課程概述	The purpose of this course is to offer students a basic concept of Business English phone conversations at the first semester and oral presentations at the second semester.
課程目標	<p>This course is meant to:</p> <ol style="list-style-type: none"> 1. Provide students basic concept and key language of how to conduct a good business phone conversations from the beginning to the end. 2. Give students a basic understanding of how to handle phone calls in regard to the topics from scheduled meetings to unexpected problems. 3. Expose students to diverse business activities and help them to develop confidence, fluency, and effectiveness.
課程大綱	<p>Introduction and Course Description</p> <p>Unit 1 Building a Relationship</p> <p>Unit 1 Building a Relationship + Unit 2 Culture and Entertainment</p> <p>Unit 2 Culture and Entertainment</p> <p>Unit 6 Planning and Getting Started</p> <p>Unit 6 Planning and Getting Started</p> <p>Unit 7 Image, Impact and Making an Impression</p> <p>Midterm Exam Week</p> <p>Unit 7 Image, Impact and Making an Impression</p> <p>Unit 7 Image, Impact and Making an Impression</p> <p>Unit 8 The Middle of the Presentation</p> <p>Unit 8 The Middle of the Presentation</p> <p>Unit 9 The End Is Near... This is the End</p> <p>Unit 9 The End Is Near... This is the End</p> <p>Group Presentations</p>

英文大綱	
教學方式	
評量方法	
指定用書	
參考書籍	
先修科目	
教學資源	
注意事項	
全程外語授課	0
授課語言 1	華語
授課語言 2	
輔導考照 1	
輔導考照 2	