

# 南台科技大學 102 學年度第 1 學期課程資訊

課程名稱	職場英文
課程編碼	70N13701
系所代碼	07
開課班級	夜二技企管三甲
開課教師	黃瑞容
學分	2.0
時數	2
上課節次地點	四 11 12 教室 S316
必選修	必修
課程概述	This course is designed to help students understand English for business communication.
課程目標	The course aims to prepare students to take an active role in the global workforce and help students develop the language skills to communication with people.
課程大綱	<p>introduction(課程簡介)</p> <p>unit 2(第二章)</p> <p>unit 3&amp;4- comparing jobs and asking about ability(職業比較與能力諮詢)</p> <p>unit 5&amp;7 - hotel check-in and making appointments(旅館登記與預約)</p> <p>unit 8 - recent experiences(工作經驗)</p> <p>unit 9&amp;10 locations and directions(位置與方向)</p> <p>review(複習)</p> <p>unit 12 - stating preferences(優惠)</p> <p>unit 13- current activities(近期活動)</p> <p>unit 14 - using the telephone(電話聯絡)</p> <p>unit 15&amp;16 - complaints and advice(客訴服務)</p> <p>unit 18 - future plans(遠程計畫)</p> <p>preparing interview(面談準備)</p> <p>oral presentation(發表)</p>
英文大綱	<p>introduction</p> <p>unit 2</p> <p>unit 3&amp;4- comparing jobs and asking about ability</p> <p>unit 5&amp;7 - hotel check-in and making appointments</p> <p>unit 8 - recent experiences</p> <p>unit 9&amp;10 locations and directions</p> <p>review</p> <p>unit 12 - stating preferences</p>

	unit 13- current activities unit 14 - using the telephone unit 15&16 - complaints and advice unit 18 - future plans preparing interview oral presentation
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	