

## 南台科技大學 102 學年度第 2 學期課程資訊

課程名稱	專業英語溝通(二)(B2)
課程編碼	01D12C0F
系所代碼	00
開課班級	四技企管二甲 四技企管二乙四技行流二甲四技行流二乙
開課教師	潘玉美
學分	2.0
時數	2
上課節次地點	四 5 6 教室 S315
必選修	管制必修
課程概述	The course is designed to enhance intermediate level students' English listening, speaking, reading and writing skills in four major fields—Engineering, Hospitality & Tourism, Business & Management and Workplace. Students will learn to deal with topics such as making presentations, business trips, business writing, communicating about employee issues, giving advice and assistance, health, safety, complaints and apologies, working life, etc, by listening to and practicing different types of dialogues, reading and discussing relevant texts (around 600-1000 headwords). The genres include instruction, description, classification, charts, graphs and business letters.
課程目標	延續大一英文課程，加強單字能力，增加口語、閱讀練習份量，熟悉專業所需之英文基礎，並進一步加強專業英文能力及英文檢定測驗之準備工作。
課程大綱	<p>專業英語溝通課程分為四大領域</p> <p>1.工程：</p> <p>工程領域涵蓋的主題範圍如下：</p> <ol style="list-style-type: none"> <li>(1) 雲端技術</li> <li>(2) 生物科技</li> <li>(3) 先進的車輛</li> <li>(4) 指示燈</li> <li>(5) 電器/電子設備</li> <li>(6) 未來的科技世界</li> </ol> <p>工程領域之英語學習目標：</p> <ol style="list-style-type: none"> <li>(1) 面試</li> <li>(2) 職涯規劃</li> <li>(3) 產品販賣與服務</li> <li>(4) 表達正反意見</li> <li>(5) 說服及影響他人</li> <li>(6) 關於產品/企劃/設備的溝通話術</li> </ol>

	<p>2. 餐飲&amp;旅遊:</p> <ol style="list-style-type: none"> <li>(1) 投訴和道歉</li> <li>(2) 錯誤和問題</li> <li>(3) 給予諮詢和援助</li> <li>(4) 電話溝通問題</li> <li>(5) 查詢舉行研討會和會議的相關事宜</li> <li>(6) 處理支付</li> <li>(7) 解說和培訓</li> <li>(8) 內務管理工作</li> <li>(9) 健康，安全和保全</li> <li>(10) 國家和文化</li> <li>(11) 探索不同的文化</li> <li>(12) 職場人生</li> <li>(13) 工作申請</li> <li>(14) 面試</li> </ol> <p>3. 商務&amp;管理</p> <ol style="list-style-type: none"> <li>(1) 會議參與</li> <li>(2) 公司及產品介紹</li> <li>(3) 商務報告</li> <li>(4) 成功協商</li> <li>(5) 定價策略</li> <li>(6) 出差</li> <li>(7) 科技</li> <li>(8) 市場研究</li> <li>(9) 解決問題</li> </ol> <p>4. 職場:</p> <ol style="list-style-type: none"> <li>(1) 簡報英語</li> <li>(2) 出差</li> <li>(3) 基本商務寫作技巧</li> <li>(4) 員工議題</li> <li>(5) 職場健康</li> </ol> <p>*除正規課程外，另有自學中心時數及 Live DVD 之使用規定。</p>
<p>英文大綱</p>	<p>English communication for specific purposes course is divided into four major areas.</p> <p>1.Engineering: Topics:</p>

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|  | <ul style="list-style-type: none"> <li>(1) Cloud technology</li> <li>(2) Bio Tech</li> <li>(3) Advanced Vehicles</li> <li>(4) LED</li> <li>(5) Electrical appliances/Electronic equipment</li> <li>(6) Future technology world</li> </ul> <p>In this course, you will learn the language functions:</p> <ul style="list-style-type: none"> <li>(1) Job interviews</li> <li>(2) Creating a career plan</li> <li>(3) Selling products and services</li> <li>(4) Expressing agreement and disagreement</li> <li>(5) Influencing and persuading people</li> <li>(6) Clear communication of products / projects / appliances</li> </ul> <p>2. Hospitality &amp; Tourism:</p> <ul style="list-style-type: none"> <li>(1) Complaints and apologies</li> <li>(2) Mistakes and problems</li> <li>(3) Giving advice and assistance</li> <li>(4) Telephone communication problems</li> <li>(5) Conference and meeting enquiries</li> <li>(6) Handling payments</li> <li>(7) Explaining and training</li> <li>(8) Working in housekeeping</li> <li>(9) Health, safety and security</li> <li>(10) Countries and cultures</li> <li>(11) Exploring different cultures</li> <li>(12) Working life</li> <li>(13) Job applications</li> <li>(14) Job interviews</li> </ul> <p>3. Business &amp; Management</p> <ul style="list-style-type: none"> <li>(1) Participating in a Meeting</li> <li>(2) Introducing Companies and Products</li> <li>(3) Business reports</li> <li>(4) Negotiating for Success</li> <li>(5) Pricing strategy</li> <li>(6) Traveling on Business</li> <li>(7) Technology</li> <li>(8) Market research</li> <li>(9) Solving Problems</li> </ul> <p>4. Workplace</p> <ul style="list-style-type: none"> <li>(1) Making Presentations</li> </ul> |
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	(2) Business Trips (3) Basic Writing Tasks (4) Employee Issues (5) Job Health
教學方式	
評量方法	
指定用書	English at Work 2
參考書籍	Communication @ Work
先修科目	1.此為四技二年級下學期之英語必修課程。 2.轉學生或復學生如有在他校或本校修習過本課程，可參考教務處網站上之學分抵免要點申請學分抵免。 3.外語能力課程免修實施要點請於語言中心網站查詢，符合免修標準之學生請至語言中心申請。
教學資源	
注意事項	Self-study at S212 for 10 hours Live DVD: One Day (6 hours) Reader: Babe
全程外語授課	0
授課語言 1	華語
授課語言 2	英語
輔導考照 1	TOEIC
輔導考照 2	BULATS