

南臺科技大學 106 學年度第 1 學期課程資訊

課程代碼	01D12B0A
課程中文名稱	專業英語溝通(一)(B)
課程英文名稱	English communication for specific purposes (I)
學分數	2.0
必選修	管制必修
開課班級	四技系統二甲 四技系統二乙四技微電二甲四技資工二甲
任課教師	蔡丰俐
上課教室(時間)	週四第 5 節(W0602) 週四第 6 節(W0602)
課程時數	2
實習時數	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
課程概述	The course is designed to extend low 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 preparing English resumes and application letters, answering questions in a job interview, arranging meetings, dealing with customers, giving directions and handling payments, etc, by listening to and practicing different types of dialogues, reading and discussing relevant texts (around 400-800 headwords). The genres include instruction, description, classification, charts, graphs and business letters.
先修科目或預備能力	(1)此為四技二年級上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。
課程學習目標與核心能力之對應	※編號，中文課程學習目標，英文課程學習目標，對應系指標 ----- 1.具備專業英語基本知能，--，1 基本知能 2.學習以網路查詢資料，--，2 資訊能力 3.學習各國文化，--，3 本土與國際意識 4.英語聽說讀寫實務技能，--，4 實務技能 5.學習以英語達到溝通目的，--，7 表達溝通

	6.具備人文素養及省思能力 ,-- ,9 人文與倫理素養
中文課程大綱	<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"> (1) 網路世界 (2) 智慧型手機 (3) 電腦世界 (4) 奈米技術 (5) 小機件 (6) 機器人 <p>工程領域之英語學習目標：</p> <ol style="list-style-type: none"> (1) 給予及回應建議 (2) 問候及自我介紹 (3) 徵求及給予意見 (4) 了解與下達指令 (5) 成功的簡報術 (6) 激勵員工的話術 <p>2. 餐飲&旅遊:</p> <ol style="list-style-type: none"> (1) 處理來電 (2) 提供客人和飯店有關的各項資訊 (3) 接受訂位 (4) 處理詢問訂位/訂房的相關事宜 (5) 信件往返 (6) 迎接客人 (7) 處理登記住宿的問題 (8) 解釋飯店房間各項設施的使用方法 (9) 飲料服務 (10) 餐飲服務 (11) 了解您所在地區 (12) 解釋交通工具的選擇 (13) 指示方向 (14) 滿足客戶需求 <p>3.商務&管理:</p> <ol style="list-style-type: none"> (1) 工作面試 (2) 自信社交 (3) 邀請函 (4) 電話溝通 (5) 求職廣告

	<p>(6) 工作實習 (7) 商業書信 (8) 報價及訂貨 (9) 有效的簡報</p> <p>4. 職場: (1) 求職 (2) 面試 (3) 新人報到 (4) 電話英語 (5) 商務會議</p> <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/日文課程大綱</p>	<p>English communication for specific purposes course is divided into four major areas.</p> <p>1. Engineering: Topics: (1) The Internet world (2) Smart Phones (3) The computer world (4) Nanotechnology (5) Gadgets (6) Robots</p> <p>In this course, you will learn the language functions: (1) Giving and responding to advice (2) Greetings and Self-Introduction (3) Asking for and giving opinions (4) Understanding and giving instructions (5) Giving a successful presentation (6) Expressions to encourage the staff</p> <p>2. Hospitality & Tourism (1) Dealing with incoming calls (2) Customer information (3) Taking reservations (4) Dealing with booking enquires (5) Correspondence (6) Welcoming guests (7) Dealing with check-in problems (8) Explaining how things work in the hotel room</p>

	<p>(9) Serving drinks (10) Food service (11) Know your region (12) Explaining travel options (13) Giving directions (14) Meeting customer needs 3. Business & Management (1) Job Interviews (2) Socializing with Confidence (3) Invitation (4) Communicating on the Phone (5) Job Hunting (6) Internship (7) Business Writing (8) Quotations and orders (9) Powerful Presentations 4. Workplace (1) Looking for job (2) Job interview (3) The First Day of work (4) Telephone Conversations (5) Meetings</p>
課程進度表	<p>Week 1 Introduction for this class Week 2 Unit 1 Assignments: Part 1 Essay Writing Assignment Week 3 Unit 1 Assignments: Part 2 Working on a Project Week 4 Unit 2 Lodging Options: Part 1 Couch Surfing Week 5 Unit 2 Lodging Options: Part 2 Checking into a Hotel Week 6 Unit 3 Relationships: Part 1 Meeting Friends Online Week 7 Unit 3 Relationships: Part 2 Dealing with Difficult Colleagues Week 8 Review Week 9 Mid-Term Week 10 Handing out Mid-Term papers and checking answers and grades Week 11 Unit 4 Fashion and Clothing: Part 1 College Fashion Week 12 Unit 4 Fashion and Clothing: Part 2 The New Dress Code Policy Week 13 Unit 5 Festivals and Events: Part 1 Ghost Festival Week 14 Unit 5 Festivals and Events: Part 2 Company Events Week 15 Unit 6 Weather Part 1 Weather and Mood Week 16 Unit 6 Weather Part 2 Weather & Consumer Demand Week 17 Review</p>

	Week 18 Final
教學方式與評量方法	<p>※課程學習目標，教學方式，評量方式</p> <p>-----</p> <p>具備專業英語基本知能，課堂講授其他、自學中心各種軟體的自我學習、其他、和外籍生交流以及和自學中心的外籍老師對話、，筆試筆試筆試學習以網路查詢資料，課堂講授其他、透過自學中心的電腦學習以網路查詢資料、，筆試</p> <p>學習各國文化，課堂講授其他、和外籍生交流以及和自學中心的外籍老師對話、其他、觀看 LiveDVD 的影片、，筆試筆試筆試</p> <p>英語聽說讀寫實務技能，課堂講授其他、閱讀自學中心的書籍和雜誌、其他、觀看 LiveDVD 的影片、，筆試筆試筆試</p> <p>學習以英語達到溝通目的，課堂講授其他、和外籍生交流以及和自學中心的外籍老師對話、，筆試筆試</p> <p>具備人文素養及省思能力，課堂講授其他、和外籍生交流以及和自學中心的外籍老師對話、其他、觀看 LiveDVD 的影片、，筆試筆試筆試</p>
指定用書	<p>書名：New English for Life & Work Book 2</p> <p>作者：David Vickers, Michael Vergara & Whitney Zahar</p> <p>書局：AMC Publishing Company</p> <p>年份：2015</p> <p>ISBN：978-986-6990-69-4</p> <p>版本：4th</p>
參考書籍	
教學軟體	textbook, teaching files on My 數位學習& pictures grabbed from the Internet
課程規範	Students must take notes every class and take a quiz every week. Moreover, they had better be present at every class, even if they have to take a sick leave, they have to report to the teacher in advance or later. If students are absent without any acceptable reason, they can't get any chance to get even one more point even if they get 59 scores.