

## 南臺科技大學 106 學年度第 2 學期課程資訊

課程代碼	01D12C06
課程中文名稱	專業英語溝通(二)(A)
課程英文名稱	English communication for specific purposes (II)
學分數	2.0
必選修	管制必修
開課班級	四技工管二甲 四技企管二甲四技會資二甲
任課教師	駱茗芬
上課教室(時間)	週二第 8 節(W0406) 週二第 9 節(W0406)
課程時數	2
實習時數	0
授課語言 1	英語
授課語言 2	華語
輔導考照 1	TOEIC
輔導考照 2	BULATS
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.
先修科目或預備能力	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。
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

<p>中文課程大綱</p>	<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> <ul 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> </ul> <p>工程領域之英語學習目標：</p> <ul 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> </ul> <p>2. 餐飲&amp;旅遊:</p> <ul 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> </ul> <p>3. 商務&amp;管理</p> <ul 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> </ul>
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	<p>(7) 科技 (8) 市場研究 (9) 解決問題</p> <p>4. 職場: (1) 簡報英語 (2) 出差 (3) 基本商務寫作技巧 (4) 員工議題 (5) 職場健康</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) Cloud technology (2) Bio Tech (3) Advanced Vehicles (4) LED (5) Electrical appliances/Electronic equipment (6) Future technology world</p> <p>In this course, you will learn the language functions: (1) Job interviews (2) Creating a career plan (3) Selling products and services (4) Expressing agreement and disagreement (5) Influencing and persuading people (6) Clear communication of products / projects / appliances</p> <p>2. Hospitality &amp; Tourism: (1) Complaints and apologies (2) Mistakes and problems (3) Giving advice and assistance (4) Telephone communication problems (5) Conference and meeting enquiries (6) Handling payments (7) Explaining and training (8) Working in housekeeping (9) Health, safety and security</p>

	<p>(10) Countries and cultures  (11) Exploring different cultures  (12) Working life  (13) Job applications  (14) Job interviews  3. Business &amp; Management  (1) Participating in a Meeting  (2) Introducing Companies and Products  (3) Business reports  (4) Negotiating for Success  (5) Pricing strategy  (6) Traveling on Business  (7) Technology  (8) Market research  (9) Solving Problems  4. Workplace  (1) Making Presentations  (2) Business Trips  (3) Basic Writing Tasks  (4) Employee Issues  (5) Job Health</p>
課程進度表	<p>Course schedule</p> <p>Week 1 Introduction/Grouping, Unit 6: Meetings and Discussions  Week 2 Unit 6:Meetings and Discussions  Week 3 Unit 6:Meetings and Discussions  Week 4 Unit 7: Presentations (quiz 1)  Week 5 Unit 7: Presentations  Week 6 Unit 7: Presentations  Week 7 Group presentations  Week 8 Midterm Listening test + Review test (unit 6-7)  Week 9 Midterm written test (unit 6-7)  Week 10 Unit 8: The world of work  Week 11 Unit 8: The world of work  Week 12 Unit 8: The world of work (quiz 2)  Week 13 Unit 9: Business and the environment  Week 14 Unit 9: Business and the environment  Week 15 Unit 10: Finding a job (quiz 3)  Week 16 Unit 10: Finding a job  Week 17 Review test + Final listening test</p>

	*Week 18                      Final written test (Unit: 8-10)
教學方式與評量 方法	※課程學習目標，教學方式，評量方式 ----- 具備專業英語基本知能，課堂講授分組討論，筆試 學習以網路查詢資料，分組討論實作演練，自我評量 學習各國文化，分組討論，自我評量 英語聽說讀寫實務技能，課堂講授，筆試 學習以英語達到溝通目的，課堂講授實作演練，筆試筆試 具備人文素養及省思能力，分組討論，同儕互評
指定用書	書名：Business Plus 3 作者：Margaret Helliwell 書局：華泰文化 年份：2015 ISBN：978_1_107_66187_5 版本：1
參考書籍	
教學軟體	
課程規範	