

# 南臺科技大學 108 學年度第 1 學期課程資訊

課程代碼	C0N29105
課程中文名稱	進階職場英語溝通(B)
課程英文名稱	Advanced Business Communication
學分數	3.0
必選修	管制必修
開課班級	夜二技英語三甲 夜四技英語三甲
任課教師	謝惠如
上課教室(時間)	週二第 12 節(N407) 週二第 13 節(N407) 週二第 14 節(N407)
課程時數	3
實習時數	0
授課語言 1	華語
授課語言 2	英語
輔導考照 1	
輔導考照 2	
課程概述	<p>本課程幫助學生加強工作場中所使用之英語能力，如會議、電話、協商、簡報、進行社交活動，以有效達成溝通之目的。</p> <p>The course is designed to help students improve their English skills in the key areas of business communication: taking part in meetings, telephoning, negotiating, presenting and socializing.</p> <p>Students will develop better understanding of English for business communication so that they can achieve their goals in different business contexts.</p>
先修科目或預備能力	
課程學習目標與核心能力之對應	<p>※編號，中文課程學習目標，英文課程學習目標，對應系指標</p> <p>-----</p> <p>1.培養學生職場必備之英語口說與寫作核心能力以進行商務對話、簡報、溝通協商、社交活動、以及書信來往。 , Develop students' oral and writing abilities to conduct business communication. , 1 英文表達能力</p> <p>2.培養學生職場必備之英文聽讀核心能力以進行商務對話、溝通協商、會議討論、社交活動、以及書信往來。 , Develop students' listening and reading abilities to conduct business communication. , 2 英文聽讀能力</p> <p>3.幫助學生熟悉並了解職場各種需要使用英文進行溝通的情境和專業程序。 , Help students understand business contexts and professional procedures. , 4 就業</p>

	<p>實務</p> <p>4.幫助學生在各種職場情境中靈活運用英語溝通能力以有效達成目的。 , Help students use English to achieve their goals in different business contexts. , 3 專業英文</p> <p>5.培養學生思考整合和互助合作以 完成工作計畫與案件之能力。  , Develop students thinking, integrating, and cooperation ability in order to complete their business projects. , 9 整合創新</p>																																						
中文課程大綱	<ol style="list-style-type: none"> <li>1. 顧客關係建立</li> <li>2. 電話英文</li> <li>3. 簡報英文</li> <li>4. 會議英文</li> <li>5. 商業協商</li> </ol>																																						
英/日文課程大綱	<ol style="list-style-type: none"> <li>1.Building a relationship</li> <li>2.Using the telephone</li> <li>3.Presentations</li> <li>4.Meetings</li> <li>5.Negotiation</li> </ol>																																						
課程進度表	<table border="0"> <thead> <tr> <th>week</th> <th>content</th> </tr> </thead> <tbody> <tr><td>1</td><td>Introduction &amp; Team work</td></tr> <tr><td>2</td><td>Experience &amp; Discussing past performances</td></tr> <tr><td>3</td><td>Discussing past projects &amp; talking about weekend</td></tr> <tr><td>4</td><td>Making Arrangements &amp; Confirming arrangements</td></tr> <tr><td>5</td><td>Objectives &amp; Forecasting</td></tr> <tr><td>6</td><td>Discussing aims &amp; Booking a flight</td></tr> <tr><td>7</td><td>Success &amp; Talking about education &amp; career</td></tr> <tr><td>8</td><td>Giving an update &amp; Discussing interesting experiences</td></tr> <tr><td>9</td><td>Midterm exam</td></tr> <tr><td>10</td><td>Media &amp; Understanding business news</td></tr> <tr><td>11</td><td>Talking about the economy &amp; discussing what's on TV</td></tr> <tr><td>12</td><td>Strategy &amp; Discussing a business concept</td></tr> <tr><td>13</td><td>Discussing strategies &amp; Financial performance</td></tr> <tr><td>14</td><td>Discussing ideas &amp; Making decisions</td></tr> <tr><td>15</td><td>Dealing with problems &amp; Solutions</td></tr> <tr><td>16</td><td>Agendas &amp; Attending meetings</td></tr> <tr><td>17</td><td>Passing on information &amp; welcoming visitors</td></tr> <tr><td>18</td><td>Final exam</td></tr> </tbody> </table>	week	content	1	Introduction & Team work	2	Experience & Discussing past performances	3	Discussing past projects & talking about weekend	4	Making Arrangements & Confirming arrangements	5	Objectives & Forecasting	6	Discussing aims & Booking a flight	7	Success & Talking about education & career	8	Giving an update & Discussing interesting experiences	9	Midterm exam	10	Media & Understanding business news	11	Talking about the economy & discussing what's on TV	12	Strategy & Discussing a business concept	13	Discussing strategies & Financial performance	14	Discussing ideas & Making decisions	15	Dealing with problems & Solutions	16	Agendas & Attending meetings	17	Passing on information & welcoming visitors	18	Final exam
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指定用書	<p>書名：Business Start-Up (2)</p> <p>作者：Ibbotson</p> <p>書局：Taiwan ELT Publishing CO., LTD.</p> <p>年份：2006</p> <p>ISBN：</p> <p>版本：1 版</p>
參考書籍	
教學軟體	
課程規範	