

# 南臺科技大學 108 學年度第 1 學期課程資訊

課程代碼	01D13I0N
課程中文名稱	基礎專業英文
課程英文名稱	English Communication for Specific Purposes
學分數	2.0
必選修	必修
開課班級	四技英語二乙
任課教師	安迪
上課教室(時間)	週四第 1 節(T0001) 週四第 2 節(T0001)
課程時數	2
實習時數	0
授課語言 1	華語
授課語言 2	
輔導考照 1	TOEIC
輔導考照 2	BULATS
課程概述	延續大一的英文課程，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聽說讀寫能力及英文檢定測驗之準備工作，以符不同領域內的職場英語需求。
先修科目或預備能力	1. 本校設有學生免修外語課程實施要點，考取要點中所述之外語能力檢定成績可申請免修。詳情請參閱： <a href="http://my.stust.edu.tw/sys/read_attach.php?id=2281382">http://my.stust.edu.tw/sys/read_attach.php?id=2281382</a>  2. 本課程除正課外，尚有外語自學中心使用時數等相關規定。
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.學習各國文化，--，3 本土與國際意識 3.學習英語聽說讀寫實務溝通技能，--，7 表達溝通 4.學習以英語應對職場情境需求，--，4 實務技能 5.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	基礎專業英文課程分為四大領域— 1. Engineering 工程 (工學院各科系) 授課單元： (1) 資訊傳遞與網路世界 (2) 英語商務會議用語 (3) 產品介紹及工作報告 (4) 英語信件往來與電話溝通技巧

	<p>(5) 工作進程敘述  (6) 制定工作計畫  (7) 業務銷售討論與訂購產品</p> <p>2. Hospitality &amp; Tourism 餐飲&amp;旅遊(幼保系、餐旅系、休閒系、日語系)  授課單元:  (1) 處理來電與信件往來  (2) 顧客與飯店的相關資訊 (訂位、詢問、接待)  (3) 飯店設施與服務  (4) 餐飲相關服務內容  (5) 指引方向  (6) 解釋交通工具的選擇  (7) 滿足客戶需求</p> <p>3. Business &amp; Management 商務&amp;管理 (企管系、管資系、財金系、國企系、行流系、會資系、企電學程)  授課單元:  (1) 工作英語面試  (2) 自信社交溝通  (3) 電話溝通技能  (4) 求職英語  (5) 商業英語書信  (6) 有效的英語簡報</p> <p>4. Workplace 職場 (資傳系、多樂系、產設系、視傳系)  授課單元:  (1) 求職及職務相關英語  (2) 英語面試應對  (3) 新人報到與交際  (4) 英語商務電話  (5) 商務會議用語  (6) 報告工作進度  (7) 業務銷售與訂單事宜討論</p>
英/日文課程大綱	<p>The Four Divisions:</p> <p>1. Engineering  (1) Information &amp; Using the Internet  (2) English Meetings  (3) Reporting, Presentation, and Giving an Update  (4) Communication via E-mails and Phone Calls</p>

	<p>(5) Progress Narrations  (6) Making Work Plans  (7) Discussing Sales &amp; Orders</p> <p>2. Hospitality &amp; Tourism  (1) Dealing with Calls and Correspondence  (2) Customer Information (Bookings, Enquires, and Reception)  (3) Hotel Facilities &amp; Service  (4) Serving Food &amp; Drinks  (5) Giving Directions &amp; Knowing Your Region  (6) Explaining Travel Options  (7) Meeting Customer Needs</p> <p>3. Business &amp; Management  (1) Job Interviews  (2) Socializing with Confidence  (3) Communication on the Phone  (4) Job Hunting  (5) Business Writing  (6) Powerful Presentations</p> <p>4. Workplace  (1) Looking for a Job  (2) Job Interviews  (3) The First Day of Work  (4) Telephone Communication  (5) Business Meeting  (6) Reporting Work Progress  (7) Sales Discussion &amp; Placing Orders</p>
課程進度表	<p>Curriculum of English for Professional Purposes designed by Andrew Starck</p> <p>1) This is a one semester course held 99.99% in the best Queens English.  2) During this course students will be required to do several things that they have rarely done before.  3) This course contains no text book. The students cannot just open their books and memorize texts to pass an exam; they will be expected to think, go out, research and create for themselves.  4) There will be three main projects throughout the semester, each guided by the teacher, utilizing examples of graduated students, videos and handouts to outline the main requirements.</p>

	<p>5) Project One: Company Concept.</p> <p>a. Here the students will be required to use their long lost imaginations. They must think up ideas for setting up their own company. Many of the ideas will be hair brained, outlandish or too similar to other companies. The teacher will give individual critiques to each student’s idea, pointing out the pros and cons and encouraging further thought and development.</p> <p>b. Having brainstormed and come up with a unique idea the next step will be to follow the instructions given by their teacher to develop their own website page.</p> <p>c. They must create an excellent layout, incorporating a mission statement and an original name and logo.</p> <p>6) Project Two: Cultural Questionnaire( Group Work)</p> <p>a. Students as a class must come up with as many different ideas as to what makes up Culture.</p> <p>b. They split up into groups who will be working with each other for some weeks. They choose their Cultural Criteria Topic and design a questionnaire..</p> <p>c. They must then exit their comfort zones and go out to find foreigners to find out about the foreigners native culture and how they view Taiwanese Culture.</p> <p>7) Project Three: Education Reform</p> <p>a. This will start with some fun class activities to get the students actively thinking about the true value of education and come up with their own ideas about changing/reforming it.</p> <p>b. This will then become individual work where students incorporate some of their own and their classmates’ ideas, with personal experience and research to give their final individual presentations.</p>
<p>教學方式與評量方法</p>	<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，筆試課堂展演</p> <p>學習各國文化，課堂講授，實作</p> <p>學習英語聽說讀寫實務溝通技能，啟發思考，口頭報告</p> <p>學習以英語應對職場情境需求，啟發思考，實作</p> <p>具備人文素養及省思能力，啟發思考，口試</p>
<p>指定用書</p>	<p>書名：</p> <p>作者：</p> <p>書局：</p> <p>年份：</p> <p>ISBN：</p> <p>版本：</p>
<p>參考書籍</p>	<p>All teaching material will be prepared by your teacher. Please keep each handout</p>

	as we will refer to them throughout the semester.
教學軟體	Anything available will be utilized
課程規範	This is an early morning class so drink at least 2 cups of coffee to keep awake! Finish your breakfast before class.