

南台科技大學 103 學年度第 1 學期課程資訊

課程名稱	專業英語溝通(一)(A)
課程編碼	01D12B14
系所代碼	00
開課班級	四技國企二甲 四技國企二乙四技財金二丙
開課教師	陳詩卉
學分	2.0
時數	2
上課節次地點	一 8 9 教室 S515
必選修	管制必修
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.
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"> (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 (6) 工作實習 (7) 商業書信 (8) 報價及訂貨 (9) 有效的簡報 <p>4.職場:</p> <ol style="list-style-type: none"> (1) 求職 (2) 面試 (3) 新人報到 (4) 電話英語 (5) 商務會議 <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:</p> <p>Topics:</p>

- (1) The Internet world
- (2) Smart Phones
- (3) The computer world
- (4) Nanotechnology
- (5) Gadgets
- (6) Robots

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

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
- (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
教學方式	
評量方法	
指定用書	Business Venture 2
參考書籍	
先修科目	(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。
教學資源	
注意事項	
全程外語授課	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