

# Course Syllabus

## General English Education (Required course for freshmen), 2024 Spring@CLS

|                      |                                                                                                                                                      |                      |                                              |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------|
| Course #<br>課程編號     | 7102221-05                                                                                                                                           | Instructor<br>任課教授   | Yu-Ning Lai<br>賴郁寧                           |
| Course Title<br>科目名稱 | English Communication Skills (Intermediate Level)<br>應用英語技巧（強化班）                                                                                     | Semester<br>上課期間     | 2024 Spring<br>(Feb. 19, 2024~June 21, 2024) |
| Class Hours<br>上課時間  | 08:10~10:00 Tue                                                                                                                                      | Classroom<br>上課地點    | Room 225 CLS<br>語言中心 225 教室                  |
| Credit Hours<br>學分數  | 2 credits (通識 2 學分)                                                                                                                                  | E-mail               | clsynl[at]ccu.edu.tw                         |
| Web Page<br>課程網頁     | <a href="http://cls.ccu.edu.tw/">http://cls.ccu.edu.tw/</a> (語言中心)<br><a href="http://ecourse2.ccu.edu.tw">http://ecourse2.ccu.edu.tw</a> (中正大學課程平台) | Office Hours<br>諮詢時段 | 10:00-12:00 Tue (事先預約)                       |

第一次上課將說明課程要求及進行相關學習檢核（佔學期成績 2%），欲修課者請準時出席

### 1. Course Level/建議修課程度

Students who are placed at the Intermediate level.

經認定需修習「強化」課程者。

### 2. Course Objectives/課程目標

| This course will help students...                                                                       | 本課程將幫助學生...                  |
|---------------------------------------------------------------------------------------------------------|------------------------------|
| 1. use English to learn about international workplace topics and build global knowledge                 | 1. 使用英文學習職場相關主題內容及全球知識       |
| 2. enhance workplace communication skills in English by using authentic materials                       | 2. 透過真實的職場英文素材來強化英文溝通技能      |
| 3. develop problem-solving and critical thinking skills in English for a variety of workplace scenarios | 3. 藉由多元的職場溝通情境來培養問題解決及批判思考技能 |

### 3. Learning Outcomes/學習成效

| By the end of the semester, students will be able to...                                                                                                   | 修完本堂課，你將學會...                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| 1. develop a deeper understanding of global business concepts through reading and listening to authentic texts in English                                 | 1. 理解真實的聽力及閱讀文本以增廣全球職場相關知識         |
| 2. use a range of English vocabulary, language functions and expressions commonly used in the workplace                                                   | 2. 使用國際溝通或職場情境中常用的英文字詞及慣用語         |
| 3. build English writing skills required in the workplace, such as writing emails and business letters for varied communicative purposes                  | 3. 撰寫國際溝通或職場情境中常見的英文書信，以達到不同的溝通目的  |
| 4. apply workplace English communication skills to complete tasks including speaking on the phone, giving and checking information, making requests, etc. | 4. 應用英文互動技巧來完成國際溝通或職場情境中常見的溝通任務    |
| 5. use appropriate English to make formal presentations or participate in meetings and discussions in workplace scenarios                                 | 5. 使用合宜的英文進行國際溝通或職場情境中的互動討論及正式口語簡報 |

### 4. Method of Instruction/授課方式

|                                        |                  |
|----------------------------------------|------------------|
| 1. Lecturing                           | 1. 課堂講解          |
| 2. Individual practice & group work    | 2. 個別練習及小組活動     |
| 3. Learning tasks (Speaking & writing) | 3. 英文學習任務（口說及寫作） |

### 5. Course Materials/課程教材

Appleby, R., & Watkins, F. (2015). *International Express: Intermediate: Student's book with Pocket book* (3rd ed.). Oxford University Press.

### 6. Course Resources/課程資源

- Integrated skills: <https://www.forbes.com/?sh=6a9792882254>
- Listening: <https://www.englishcentral.com/browse/videos>
- Speaking: <https://learnenglishteens.britishcouncil.org/skills/speaking>
- Reading: <https://esl-voices.com/all-business/current-business-articles/news-list/>
- Writing: <https://learnenglish.britishcouncil.org/business-english/english-for-emails>

## 7. Course Policies and Requirements/課程要求

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Attendance: It is required to attend and participate in each class meetings. The final score will be deducted for each absence and no make-up quizzes or exams will be given.</li> <li>2. Class Etiquette: Turn off your cell phones during class ABSOLUTELY and leave cell phones in the personal bags put in the classroom closets.</li> <li>3. Food/drink: Do not bring food/drink into the classroom.</li> </ol> | <ol style="list-style-type: none"> <li>1. 出席：準時出席每堂課並參與課堂討論與活動。每次缺席會影響出席及課程參與成績。請假需經授課教師後同意。小考皆無補考機制。</li> <li>2. 教室禮儀：尊重每一位課程參與者之認真上課及學習之權益，務必確認手機已關機或靜音、且放置教室前方指定櫃內，避免造成測驗或小考的不公平。</li> <li>3. 食物/飲料：教室內禁止飲食。食物/飲料請放在教室外之食物櫃。</li> </ol> |
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## 8. Grading /評量

|   | Grading                                    | 評量項目            | Percent          |
|---|--------------------------------------------|-----------------|------------------|
| 1 | Attendance + Participation                 | 出席率 + 課程參與      | 16% + 16%        |
| 2 | Quizzes & Assignments & Tasks              | 小考、作業、學習任務      | 28%              |
| 3 | Midterm exam + Final exam                  | 期中考 + 期末考       | 15% + 10%        |
| 4 | Final Project                              | 期末發表            | 8%               |
| 5 | Assessment Test & English Proficiency Test | 期初檢核測驗 + 英語能力會考 | 2% + 5%          |
| 6 | Standardized English Proficiency Test      | 參加校外英檢獎勵積分      | Bonus 1~5 points |
| 7 | Alternative Learning Task                  | 彈性學習任務獎勵積分      | Bonus 0~3 points |

## 9. Course Schedule & Topics/課程大綱

| Week  | Date | Topics                                                                                                     | 主題                             |
|-------|------|------------------------------------------------------------------------------------------------------------|--------------------------------|
| 1     | 2/20 | Course Introduction<br>Assessment Task                                                                     | 課程介紹<br>期初學習任務                 |
| 2     | 2/27 | Unit 1: Making connections                                                                                 | 第一課 建立人脈                       |
| 3     | 3/5  | Unit 1: Making connections<br>Assessment Test                                                              | 第一課 建立人脈<br>期初檢核測驗             |
| 4     | 3/12 | Unit 2: International design                                                                               | 第二課 規劃創業                       |
| 5     | 3/19 | Unit 3: Future lifestyles                                                                                  | 第三課 展望未來                       |
| 6     | 3/26 | Unit 3: Future lifestyles                                                                                  | 第三課 展望未來                       |
| 7     | 4/2  | Unit 5: Fashion and function                                                                               | 第五課 穿出專業                       |
| 8     | 4/9  | University event (No Class)                                                                                | 校際活動（停課）                       |
| 9     | 4/16 | Mid-term                                                                                                   | 期中考                            |
| 10    | 4/23 | Unit 8: Processes                                                                                          | 第八課 了解流程                       |
| 11    | 4/30 | Unit 8: Processes                                                                                          | 第八課 了解流程                       |
| 12    | 5/7  | Unit 6: Using innovation                                                                                   | 第六課 創新解方                       |
| 13    | 5/14 | Unit 6: Using innovation                                                                                   | 第六課 創新解方                       |
| 14    | 5/21 | Unit 9: The business of sport<br>English Proficiency Test<br>Announcement of the alternative learning task | 第九課 行銷自我<br>英語能力會考<br>彈性學習任務公佈 |
| 15    | 5/28 | Final Project Presentation                                                                                 | 期末發表                           |
| 16    | 6/4  | Final Exam                                                                                                 | 期末考                            |
| 17-18 | 6/18 | Alternative Learning (deadline: 6/17)                                                                      | 彈性學習任務繳交（6/17 截止）              |

\*Adjustments may be made in the syllabus to meet students' needs and course requirements.

\*課程進度及課程要求將依教學需要做適度的調整

## 10. Course Descriptions/課程概述

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |   |        |   |        |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---|--------|---|--------|
| 課程概述<br>course descriptions | This course aims to enhance your skills in <b>using English for communicative purposes in the international workplace</b> . To this aim, you are expected to apply reading and listening skills to comprehend materials on workplace topics ranging from networking, entrepreneurship, design and innovation, to career development. You will also develop speaking and writing skills to handle authentic communicative tasks in the workplace, such as writing emails or business letters, making formal presentations, participating in meetings, and so on. By the end of the course, you will not only become <b>more aware of important topics in the global workplace</b> , but also strengthen your ability to be a <b>more skillful user of especially workplace English</b> . |           |   |        |   |        |
| 課程類別<br>course type         | ✓                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 人文關懷課程    |   | 競賽專題課程 |   | 問題導向課程 |
|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 專題導向課程    |   | 總整課程   |   | 實作課程   |
|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 實習        |   | 其他     |   |        |
| 教材編選<br>teaching materials  | ✓                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 自製簡報(ppt) | ✓ | 課程講義   |   | 自編教科書  |
|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 教學程式      |   | 自製教學影片 |   | 其他     |
| 教學方法<br>teaching methods    | ✓                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 講述        | ✓ | 小組討論   | ✓ | 學生口頭報告 |
|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 問題導向學習    |   | 個案研究   |   | 其他     |
|                             | ✓                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 期中考       | ✓ | 期末考    | ✓ | 隨堂測驗   |
| 評量工具<br>Evaluation          | ✓                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 隨堂作業      | ✓ | 課後作業   |   | 期中報告   |
|                             | ✓                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 期末報告      |   | 專題報告   | ✓ | 評量尺規   |
|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 其他        |   |        |   |        |