

Course Syllabus

General English Education (First-Year Required Course), 2025 Fall@CLS

Course # 課程編號	7102231_01	Instructor 任課教授	Chia-chia Lee 李佳家
Course Title 科目名稱	English Communication Skills (Integrated Skills) 應用英語（整合技巧）	Semester 上課期間	2025 Fall (Sep. 8, 2025~Jan. 9, 2026)
Class Hours 上課時間	16:10~18:00 Thurs	Classroom 上課地點	Room 226 CLS 語言中心 226 教室
Credit Hours 學分數	2 credits (通識 2 學分)	E-mail	clcjll[at]ccu.edu.tw
Web Page 課程網頁	http://cls.ccu.edu.tw/ (語言中心) http://ecourse2.ccu.edu.tw (中正大學課程平台)	Office Hours 諮詢時段	10:00-12:00 Thurs (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 ready for integrated skills (with a focus on speaking & writing)

經認定需修習「整合技巧」者

2. Course Objectives/課程目標

This course will help students...	本課程將幫助學生...
1. Explore diverse and real-world global issues commonly encountered in the workplace through authentic texts in English	1. 涉獵多元且真實職場情境中常見的全球議題
2. develop interactive English communication skills required for global workplace scenarios.	2. 培養全球職場情境所需應用的互動溝通技巧
3. develop business writing skills to communicate effectively in various workplace situations.	3. 培養職場情境所需應用的寫作技巧

3. Learning Outcomes/學習成效

By the end of the semester, course takers will be able to...	修完本堂課，修課者將學會...
1. use a wider range of workplace vocabulary and expressions in English.	• 使用全球溝通及職場常用的英文字彙及用語
2. take notes on workplace English listening and reading passages.	• 針對全球溝通及職場常見英文聽力與閱讀段落進行筆記訓練
3. initiate and respond with effective interactive communication skills in English for presentations, meetings, or networking.	• 應用全球溝通及職場英文口語溝通技巧於口頭簡報、會議討論、人際交流等多元社交場合
4. write business correspondence in English for a variety of purposes from posted messages, emails, to reports.	• 應用寫作技巧於全球溝通及職場寫作文體，如社群媒體留言、電子郵件、商用書信等等
5. use English to summarize main ideas, critically analyze key concepts, and present ideas to solve workplace problems	• 摘要報告職場訊息的重點，進而採用批判思維分析，並經由發表來解決職場個案問題

4. Method of Instruction/授課方式

1. Lecturing	1. 課堂講授
2. Individual practice & group work	2. 個別練習及分組活動
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. (2014). *International Express: Upper Intermediate: Student's book with Pocket book* (3rd ed.). Oxford University Press.

配合教育部針對保護智慧財產權觀念之宣導：請尊重智慧財產權，不得非法影印教師指定之教科書籍。

6. Course Resources/課程資源

- **Integrated skills:** Barrall, I. & Barrall, N. (2006), *Intelligent Business Skills Book*. Person Education.
- **Communication in business contexts:** <https://www.businessenglishpod.com/>
- **Forbes:** <https://www.forbes.com/>
- **Business Writing:** <https://learnenglish.britishcouncil.org/business-english/english-for-emails>

7. Course Policies and Requirements/課程要求

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| <p>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.</p> <p>2. Class Etiquette: Turn off your cell phones during class ABSOLUTELY and leave cell phones in the personal bags put in the classroom closets.</p> <p>3. Food/drink: Do not bring food/drink into the classroom.</p> | <p>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。</p> <p>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、且放置教室前方指定櫃內，避免造成測驗或小考的不公平。</p> <p>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。</p> |
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8. Grading /成績評量方式

	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	26%
3	Midterm exam + Final exam	期中考 + 期末考	15% + 12%
4	Final Project Presentation	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	9/11	Course Introduction Learning Task	課程介紹 學習檢核
2	9/18	Unit 1: Social media	第一課：社群媒體
3	9/25	Unit 1: Social media Assessment Test	第一課：社群媒體 期初檢核測驗
4	10/02	Unit 2: Resources	第二課：資源運用
5	10/09	Unit 3: Work-life balance Writing Task 1: Email structure	第三課：工作生活平衡 寫作任務一：Email 格式與架構
6	10/16	Unit 4: Providing a service	第四課：客戶服務
7	10/23	Unit 4: Providing a service Writing Task 2: Responding to emails	第四課：客戶服務 寫作任務二：Email 回覆
8	10/30	Review: Integrated Skills	複習：整合技巧
9	11/06	Mid-term	期中考
10	11/13	Unit 8: Unique Selling Points	第八課：USP 獨特賣點
11	11/20	Unit 8: Unique Selling Points	第八課：USP 獨特賣點
12	11/27	Unit 9: Collaboration Writing Task 3: Writing a proposal	第九課：團隊合作 寫作任務三：提供建議
13	12/04	Unit 9: Collaboration English Proficiency Test (GE) Unit 10: Customer choice	第九課：團隊合作 英語能力會考 第十課：消費者的選擇
14	12/11	Final Presentation	成果呈現
15	12/18	Final Exam	期末考
16	12/25	Holiday	行憲紀念日
17-18	1/08	Alternative Learning Task	彈性學習任務

*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.Relevance between the Course Objectives and the Core Competencies of General Education/本課程目標與通識課程九大核心素養之相關程度

(1至5分為符合程度，5分代表完全符合)

通識九大核心素養 Core competencies of General education	相關程度★				
思考與創新 Critical thinking & innovation				★	
道德思辨與實踐 Logical thinking & action taking			★		
生命探索與生涯規劃 Life exploration & career planning				★	
公民素養與社會參與 Citizenship & community engagement					★
人文關懷與環境保育 Humanities & environmentalism			★		
溝通表達與團隊合作 Communication & teamwork					★
國際視野與多元文化 Global insights & multicultural awareness					★
美感與藝術欣賞 Arts & aesthetics			★		
問題分析與解決 Problem analysis & solution					★

11.Relevance between the Course Objectives and the UN Sustainable Development Goals (SDGs)/本課程目標與聯合國永續發展目標及細項之對應

聯合國永續發展目標 4：優質教育及細項 The UN SDG#4: Quality Education and the Targets
4.3 公平、負擔得起、技職及高品質的教育 By 2030, ensure equal access for all women and men to affordable and quality technical, vocational and tertiary education, including university.
4.6 識字比率及算數能力 By 2030, ensure that all youth and a substantial proportion of adults, both men and women, achieve literacy and numeracy.
4.7 永續發展與全球公民教育 By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development.