

# Course Syllabus

General English Education (Required course for freshmen), 2026 Spring@CLS

Course # 課程編號	7102221-12	Instructor 任課教授	Yung-chiam Wu 吳永倩
Course Title 科目名稱	English Communication Skills (Intermediate Level) 應用英語技巧 (強化班)	Semester 上課期間	2026 Spring (Feb. 23, 2026~June 26, 2026)
Class Hours 上課時間	16:10~18:00 Wed	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	clcycw[at]ccu.edu.tw
Web Page 課程網頁	<a href="http://cls.ccu.edu.tw/">http://cls.ccu.edu.tw/</a> (語言中心) <a href="http://ecourse2.ccu.edu.tw">http://ecourse2.ccu.edu.tw</a> (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 5%），欲修課者請準時出席

## 1. Course Level/建議修課程度 (認知分類比重)

Students who are placed at the Intermediate level.

經認定需修習「強化」課程者。

課程分級 Level	理解 Remembering-Understanding	應用 Applying-Analyzing	創造 Evaluating-Creating
基礎 Pre-Intermediate	★★★	★	★
強化 Intermediate	★	★★★	★
整合 Integrated Skills	★	★★	★★

## 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. 應用英文口語溝通技巧來完成國際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

This course mainly uses a genre-based, task-based, and communicative approach. Instruction integrates the use of interactive digital platforms and multimodal materials (e.g., infographics, case analysis, news articles, reflection reports, podcasts, recorded webinars, documentaries) to enhance learning engagement and digital literacy. Students develop ESP skills by engaging in authentic communicative tasks. Main instructional methods include:

1. Lecturing
2. Individual practice & group work

本課程主要採用體裁導向、任務導向與溝通式教學法。課程同時結合互動式數位平台與多模態教材(如資訊圖表、個案分析、新聞素材、播客、及線上研討會等)，以提升學習動機與數位素養。學生將透過參與真實溝通任務來培養語言應用能力。

主要授課方式

包括：

1. 課堂講解
2. 個別練習及小組活動

## 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.
- Self-compiled teaching materials. 教師自編補充教材

為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，或使用未獲正版授權之網路下載版本」

## 6. Course Resources/課程資源

### • Integrated skills

Cool English: <https://www.coolenglish.edu.tw/course/index.php?categoryid=475>

TEEMI: <https://teemi.tw/index.aspx>

• **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

1	Attendance & Participation: Being punctually present in weekly class meetings and participating actively in interactive or communicative activities in class are important. The final score will be impacted by each absence. No make-up for weekly quizzes.	出席及課程參與：準時出席每堂課並參與課堂討論與活動。每次出席或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。
2	Class Etiquettes: Mute your smartphones during class to avoid causing distractions or cheating on tests.	教室禮儀：尊重所有人之上課權益，務必確認手機已靜音，避免造成干擾及測驗或小考的不公平。
3	Food/drink: Do not bring food/drink into the classroom to protect the teaching facilities.	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。

## 8. Grading /評量

	Grading	評量項目	Percent
1	Attendance + Participation	出席率 + 課程參與	<b>25%</b>
2	Quizzes & Assignments & Tasks	小考、作業、學習任務	<b>25%</b>
3	Midterm exam + Final exam	期中考 + 期末考	<b>15% + 15%</b>
4	Final Project Presentation	期末發表	<b>10%</b>
5	Pre-Test & English Proficiency Test	期初檢核測驗 + 英語能力會考	<b>5% + 5%</b>
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
	Self-Accessed Learning Activities	課外語言學習獎勵積分(參加語言中心舉辦之講座、工作坊、競賽活動等，且繳交心得筆記)	Bonus 0~2 points

## 9. Course Schedule & Topics/課程大綱

Week	Date	Topics	主題
1	2/25	<b>Course Introduction</b> <b>Pre-Test + Learning Needs Questionnaire</b>	課程介紹 期初檢核測驗 + 學習需求問卷
2	3/4	<b>Unit 1: Making connections</b> Skill focus: Review reading skills	第一課 建立人脈 語言訓練重點：閱讀技巧回顧
3	3/11	<b>Unit 1: Making connections</b> <b>Writing task : A personal statement</b>	第一課 建立人脈 課堂寫作任務：個人陳述
4	3/18	<b>Unit 2: International design</b> Skill focus: Review listening skills	第二課 規劃創業 語言訓練重點：聽力技巧回顧
5	3/25	<b>Unit 9: The business of sport</b> <b>Speaking task 1: A personal pitch</b>	第九課 行銷自我 口語任務 1：自我行銷

6	4/1	Unit 9: The business of sport Skill focus: Email writing	第九課 行銷自我 語言訓練重點：Email 寫作技巧
7	4/8	School-wide Event Day Writing assignment: A suggestion email	校際活動停課一次 作業：建議書信
8	4/15	Unit 5: Fashion and function Skill focus: Meeting language	第五課 穿出專業 語言訓練重點：會議語言
9	4/22	Mid-term Exam: LR+W Mid-term Task: A brainstorming meeting	期中考：聽讀+寫作 期中口語任務：動腦會議
10	4/29	Unit 6: Using innovation Skill focus: Review presentation skills	第六課 創新解方 語言訓練重點：簡報技巧回顧
11	5/6	Unit 6: Using innovation Mini project presentation	第六課 創新解方 微型專題發表
12	5/13	Unit 8: Processes Skill focus: Graph description skills	第八課了解流程 語言訓練重點：圖表描述技巧
13	5/20	Unit 8: Processes Speaking task 2: A graph presentation	第八課了解流程 口語任務 2：圖表簡報
14	5/27	English Proficiency Post-Test	英語能力會考
15	6/3	Final Project Presentation	期末專題發表
16	6/10	Final Exam: LR+S+W	期末考：聽讀+口說+寫作
17-18	6/17 6/24	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. 本課程目標與通識課程九大核心素養及外語學習五大能力指標之相關性程度

(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★				
	1	2	3	4	5
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. 與聯合國永續發展目標(SDGs)及細項之對應

與聯合國永續發展 目標(SDGs)及 細項之對應 (請參閱 SDGs 對照表) UN SDGs Goals and Targets	目標 Goal: <u>4</u> 細項 Target: <u>4.3</u> <u>4.6</u> <u>4.7</u> 目標 Goal: <u>8</u> 細項 Target: <u>8.6</u> 目標 Goal: <u>11</u> 細項 Target: <u>11.4</u>
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